

<b>Job Title:</b>	Resident Manager	<b>Job Category:</b>	Community
<b>Classification:</b>	Shelter Based Services	<b>WC Code #:</b>	9015
<b>Location:</b>	ACT Apartments – Joe Howard Street	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$15.91 per hour	<b>Position Type:</b>	Up to 40 hours per month (up to 20 hours per pay period)
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Deputy Director		
<b>Benefits:</b>	Non-benefitted position except those required by California state law, includes pro-rated paid sick leave.		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> Applications@alliance4you.org Subject Line: ACT Apartments Resident Manager <b>Attention:</b> Human Resources			
<b>Job Description</b>			
<b><u>Role and Responsibilities</u></b>			
<p>This position will be responsible for providing light maintenance, light grounds upkeep, welfare checks, alerting emergency services if emergency occurs, updating ACT Holding, Inc of repairs and Other duties as assigned.</p>			
<b><u>On Site Duties:</u></b>			
<ul style="list-style-type: none"> <li>• Conduct daily inspection of grounds, conduct daily trash pickup on grounds, look for hazards or</li> <li>• Maintenance/repair needs</li> <li>• Be available to tenants to address concerns/maintenance needs and requests for assistance</li> <li>• Conduct light maintenance for tenants (lightbulb replacement, toilet repair, sink un-plugging etc)</li> <li>• Responsible for maintaining a Repair/Contractor list for easy contact for any technical repairs</li> <li>• Conducts safety check of premises daily/nightly by unlocking/locking club house and interior door of clubhouse</li> <li>• Responsible for ensuring cleaning supplies are stocked at clubhouse office location as needed</li> <li>• Communicate supply needs to supervisor for purchase approval</li> <li>• Responsible for giving all purchase receipts to site admin assistant for reconciliation</li> <li>• Complete maintenance tasks as assigned</li> <li>• Maintain log of maintenance conducted per apartment</li> <li>• Establish and maintain inventory and age/suggested replacement date of appliances, fixtures and fittings</li> <li>• Communicate with Admin Assistant and immediate supervisor about needed schedule changes</li> <li>• Contact Admin Assistant or direct supervisor if concerned with tenant’s wellbeing/safety</li> <li>• Investigate suspicious noises and call 911 when necessary</li> </ul>			
<b><u>Qualifications and Education Requirements</u></b>			
<b><u>Knowledge of:</u></b>			
<ul style="list-style-type: none"> <li>• Office equipment operation (phone, fax, copier, etc.)</li> <li>• General administrative principals</li> </ul>			

- Computers and software programs (Word, Excel, internet)

**Ability to:**

- Uphold the values of the Alliance
- Be accurate, reliable, punctual, well organized, careful, and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology

**Education/Experience:**

- High school diploma; some college or vocational courses desirable
- Experience working in an office setting

**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance
- Must be able to provide evidence of COVID-19 vaccination

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

**Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.**

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6/28/17	Revised Job Description Date:	9/9/2021

**\* Upon Hire, this will be signed and dated by the applicant. \***

Signature

Date



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