

**CITY OF SALEM
HOUSING AUTHORITY
RESIDENT MANAGER (ENGLEWOOD EAST)**

155

NATURE OF WORK

The Resident Manager will assist the tenant services and maintenance staff in the management of a housing project. The work involves keeping the grounds clean, reporting maintenance and other problems to the Housing Authority, and handling on-site emergencies. This position is supervised by a Housing Assistance Counselor.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Reports emergencies such as maintenance, fire, illness, etc., to the proper source - i.e., the assigned Housing Authority Counselor, Maintenance Department, Fire Department, Police Department.

Cleans garbage areas and picks up trash and debris on grounds as needed.

Reports maintenance problems and hazardous conditions on the grounds and exterior of buildings to the Maintenance Department and assigned Counselor.

Reports neighbor conflicts, lease violations, vandalism, and suspected skips to the assigned Counselor, or other appropriate person or agency (i.e., Police, Fire Department).

Distributes notices and information as requested by the Counselor; showing vacant units to prospective tenants.

Coordinates and encourages special activities on-site, as well as in the community at large, including scheduling the community room.

Performs light housekeeping in laundry rooms, restrooms, and community space as needed between scheduled custodian days.

Issues authorized maintenance and recreation equipment to tenants.

Monitors door hanger or other appropriate system to check well-being of tenants.

Determines if problems after regular Housing Authority office hours warrant emergency action and, if so, advises the answering service or Maintenance Department.

Performs other duties related to the project at the request of the assigned Counselor.

Reports activities to the assigned Counselor on a weekly basis.

Performs other related work as required.

WORK QUALIFICATIONS

Must be eligible to reside at Englewood East.

Knowledge of resources to use in emergencies.

Ability to live harmoniously in project while assuming duties such as those described above. Ability to deal with tenants impartially and fairly, keeping information about tenant families confidential.

Ability to gain and maintain the respect of the project's residents.

Personnel Director