

# POSITION DESCRIPTION

## COMPLEX MANAGER

### I. INTRODUCTION

The incumbent in this position serves as Complex Manager for the Temple Housing Authority (THA), a member of the Central Texas Housing Consortium (CTHC). The mission of this organization is to provide decent, safe, and sanitary housing to persons of low income. This employee has the primary responsibility for assisting the Housing Manager with those activities which relate to the task of meeting CTHC's mission. Complex Manager tasks are accomplished in accordance with federal, state, and local regulations, and in accordance with CTHC's policies and procedures.

### II. DUTIES AND RESPONSIBILITIES

- A. Under the direct guidance of the Housing Manager, employee ensures the Complex Manager duties are performed in an accurate and timely manner. These duties include, but are not limited to the following:
1. Accept and process applications.
  2. Maintain waiting and transfer lists.
  3. Verify eligibility and suitability for housing.
  4. Lease apartments.
  5. Process and brief new residents.
  6. Inspect apartments.
  7. Perform interim and annual re-exams.
  8. Collect rent.
  9. Post adjustment/rent receipts.
  10. Process utility and service charges.
  11. Deliver deposits to bank and mail to post office.
  12. Walk the complexes to note conditions.
  13. Process work orders.
  14. Maintain miscellaneous reports.
- B. Employee must be familiar with HUD regulations and CTHC policies which are pertinent to the housing management function and must be able, with guidance from the Housing Manager, to correctly interpret these documents and apply them in the work place.
- C. Employee must be familiar with all phases of CTHC computer operations, to include word processing, database management, spreadsheet management, and Lindsey software.

**III. EDUCATION/SKILLS**

- A. Employee must have a 2 year degree from an accredited college which relates to the functions of this position or work related experience.
- B. Employee must be able to type 35 wpm and use a computer, 10-key adding machine, copy machine, fax, and telecommunications device for the deaf (TDD).

**IV. CHARACTERISITICS**

Employee must project a pleasant demeanor with residents, possess organizational skills, exercise mature judgment, and demonstrate ability to work as part of a team.

**V. PHYSICAL REQUIREMENTS**

Employee must be able to stand for long periods, climb stairs, kneel, stoop, lift up to 20 lbs, and walk as required to complete housing inspections. Also, employee is required to sit for extended time periods and use the computer.

**VI. OTHER REQUIREMENTS**

- A. Employee must possess valid Class C driver's license and have a driving record which will meet requirements of the CTHC auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice the Executive Director may terminate the employee for misconduct related to the job.

- B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The Executive Director may terminate the employee for these practices.

**VII. SUPERVISION RECEIVED**

Employee is under the direct supervision of the Housing Manager.

**CERTIFICATION:** I have read and understand the above position description, and I agree to fulfill all job requirements.

---

(Employee Signature)

---

(Date)