

# Churchill Administrative Services, LLC

## JOB DESCRIPTION

**Position:** Asst. Community Director  
**Division:** Property  
**FSLA:** Non-Exempt  
**Reports To:** Community Director  
**Date:** February 15, 2016

The Asst. Community Director works under the general supervision of the Community Director. This position is responsible for state and federal tax credit compliance. Responsible for generating and maintain the property's tax credit files and generating the compliance reports for Corporate Office.

### **Essential Duties and Responsibilities**

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. On tax credit properties, responsible to meet all the requirements of the Low Income Housing and Tax Credit and Texas Department of Housing and Community Affairs compliance programs.
3. On tax credit properties, prepares and maintains compliance reports for weekly submission to corporate office.
4. Responsible to proof read and organize all lease paperwork as well as the on-going file maintenance and protection of compliance files.
5. Responsible for maintenance on tax credit properties for LIHTC and TDHCA reports such as Monthly Unit Status Report and seek approval from Community Director before submission to the corporate office.
6. Cross trained and thoroughly familiar on the OneSite accounting systems. Works as back up at posting monies, resident security deposits, move-ins and move-outs in the system. Reports and processing invoices.
7. Accept maintenance service requests from residents and route to the Community Director for processing.
8. Maintain a professional, yet friendly atmosphere in the leasing center and other areas where prospective residents and existing residents meet.
9. Be aware and comply fully with the provisions of the federal, state and local laws regarding Fair Housing.
10. Report all liability and property incidents to the Community Director immediately.
11. Participates fully in staff meetings and designated Company training programs.
12. May travel to suppliers and vendors for pickups.
13. Perform duties as a leasing consultant when necessary.
14. Assist the Community Director to ensure the property is in peak readiness and appearance taking immediate action on unsatisfactory appearance problems. Maintain superior curb appeal at the property at all times.
15. Perform other duties as assigned.

### *Supervisor Responsibilities*

1. May perform supervisory responsibilities in the absence of the Community Director.

### **Knowledge & Skill Requirements:**

1. High school graduate.
2. Office Management experience preferred.
3. Excellent communication skills, written and verbal, when dealing with others (staff, vendors, ownership, federal, state and local agencies, lenders etc.)
4. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
5. An aptitude for basic office procedures and have a working knowledge of Microsoft Office products. Data Entry skills preferred.
6. Knowledge of bookkeeping skills helpful.

7. Perform his/her duties using standard levels of productivity and dependability, ensuring completion in a timely manner and zero-defect manner.
8. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a nametag must be worn in plain sight when at work.
9. Must be honest, trustworthy, enthusiastic and team/project oriented.
10. A flexible workweek is mandatory. Evening and weekend work maybe required.
11. Must have a valid TX Driver's License and maintain proof of current car insurance.

**Physical Requirements:**

<b>Activity</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>None</b>
	67-100% of day	34-58% of day	1-33% of day	0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Weight Lifting & Exerting**

<b>Carry Push/Pull</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>None</b>
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Work Environment**

1. Office, and Senior and Family Living Community
2. This position has been determined that it may have occupational exposure to bloodborne pathogens and the company's Exposure Control Policy for Bloodborne Pathogens should be executed where such incidents occur.
3. May require some travel. Running errands for the property during work hours.

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Asst. Community Director. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

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Employee Signature

\_\_\_\_\_  
Date