



## **JOB DESCRIPTION: BRANCH MANAGER**

**Department:** Managers (Specifically: USDA-RD, HUD & Conventional)

**Reports to:** Property Supervisor

**Purpose:** Directly responsible for the on-site day-to-day operations of property.

### **Company Expectation of Employee:**

- Adheres to Company Policy and Procedures
- Acts as a role model within and outside the Company
- Dresses professionally
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about Department issues/status
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of position
- Meets Department productivity needs/standards
- Conducts self professionally, consistently, ethically and safely

### **Essential Duties and Responsibilities:**

- Must be able to lift 25 pounds, walk and climb stairs
- Maintain scheduled office hours
- Oversee that good physical condition of the properties is maintained
- Must visit the properties responsible for managing on a regular basis
- Responsible to coordinate with supervisor on marketing available units to maintain maximum occupancy
- Must schedule and show vacant units to applicants
- Responsible to work with main office on applicant screening process
- Must complete required program paperwork for move-in process
- Responsible for meeting all applicable monthly and yearly program deadlines and requirements for paperwork and transmitting (USDA-Rural Development & HUD)
- Responsible to collect rent from each unit, prepare deposit and deposit rent monies or have at the main office by the 6<sup>th</sup> of each month
- Must handle resident concerns appropriately discussing with supervisor when appropriate
- Document resident service calls and follow-up with maintenance department when necessary
- Work with maintenance department in overseeing subcontractor work at the property
- Communicate with supervisor regularly (suggested weekly) about happenings at property.
- Attend required training events

**Additional Duties and Responsibilities:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

**Qualifications (Experience, Education and Licensure):**

High School Diploma

1-3 Years Professional Experience

3-5 Years of Computer Experience –including but not limited to, Windows OS, Outlook, Word and Publisher

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee maybe exposed to weather conditions prevalent at the time.

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to company policies.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**I have read and understand this explanation and job description.**

---

**Employee Signature**

---

**Date**