Job Description

Employee Name:  
Job Title: Leasing Specialist  
Department: Rental Housing Department  
Reports To: Tahirih Kraft  
FLSA Status: Non-Exempt  
Prepared By: HR to Go  
Prepared Date: March 2020

Summary: The Leasing Specialist reports directly to the Rental Housing Director and is primarily responsible for executing leases with owners and tenants. Will work closely with accounting department and Program Directors. The Leasing Specialist will be responsible for a variety of office duties including creating reports and communicating with owners and tenants.

Employment decisions of personnel will be made solely on the basis of merit, skill, training, ability, and qualifications without discrimination with regard to: race, age, color, religious creed, gender, genetic information, genetic characteristics, gender identity, gender expression, transgender status, religion, marital status, military status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Processes rental applications accurately to verify they met SSHH rental criteria.
- Obtain all required information from owners and/or property managers to complete Master Leasing.
- Completes written Master Leases and rental agreements for tenants.
- Assists in organizing phones, utilities, and insurance paperwork for the units.
- Inspects the rental units to ensure readiness for rent.
- Follows established written policies and procedures on Housing Unit Requirement from HUD.
- Inputs new tenants’ information and property information in Rent Manger.
- Review and decipher client’s ledgers for accuracy.
- Input client and property data changes as necessary.
- Ability to monitor changes on a rapid basis.
- Create property files and maintain the rental files, including resident and property files.
- Maintain all data related to properties in our database.
- Create violation notices for tenants.
- Coordinate with Attorney on evictions.
- Coordinate with owners on owner related issues.
- Maintains financial security and internal controls and by keeping information confidential.
- Verifies that units assisted comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the residential Lead-Based Paint hazard Reduction Act of 1992 (42U.S.C. 4851-4856) and their implementing regulations.
- Regular, predictable attendance is required.
• Ability to get along and work effectively with others.
• And other duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties deemed to be within the scope of their responsibilities, and requested by their supervisor in support of the overall mission of Sacramento Self Help Housing.

Supervisory Responsibilities: This job has no supervisory duties.

Measures of Performance: The Leasing Specialist shall be performing in an acceptable manner when the following have been accomplished:

1. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

2. Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

3. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.

4. Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

5. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

6. Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

7. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

8. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
9. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

10. **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associate degree (A.A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience. Must be highly knowledgeable in Rent Manager, Yardi and/or Property Management software.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software, desktop publishing programs and strong experience with Microsoft Office Suite of products including Word, Access and Excel. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone.

**Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required.

**Physical and Emotional Demands:** The physical demands 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Must be able to travel with luggage and be able to transport materials and personal overnight supplies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually noisy.

Acknowledgements: I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state):

______________________________________________________________

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

☐ I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

☐ I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

______________________________________________________________

I certify that I am fully capable of completing all the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.
I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

Employee’s Signature

Date

Supervisor’s Signature

Date