



<b>Building Manager</b>
-------------------------

**Reports To:** Senior Housing Manager  
**Status:** Non-Exempt, Full-time  
**Housing:** Not applicable

**How to Apply:** Applications will be accepted until position is filled. **Please submit your resume (and cover letter-optional).** Only complete applications will be considered.

**SCIDpda Mission:** Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District, and understand the importance of our organization in serving the district.

**General Nature & Scope:** The Seattle Chinatown International District Preservation & Development Authority (SCIDpda) is seeking Building Manager. This position will be responsible for all compliance aspects of the Atlas Apartments (50%) and provide input and back up coverage for general housing operations (50%) .

**Essential Duties:**

- Promptly respond to resident issues, requests and building emergencies
- Ensure that the building's units, as well as common areas, outside areas, and offices are kept clean, secure, and in good repair by conducting regular building walk-throughs, perimeter checks, and unit inspections
- Lease vacant units - show available units, screen prospective residents for eligibility requirements, and respond to housing inquiries
- Collect rent and maintain accurate recordkeeping related to resident accounts, files, and on-site records
- Assist with move-in and move-out processes; perform/coordinate unit turnovers, including cleaning and light painting; conduct new resident orientations; conduct move-in and move-out inspections

- Support and enforce all building rules and regulations; prepare notices, work with Senior Housing Manager regarding lease violations and other issues
- Apply training in conflict resolution, landlord/tenant law, Fair Housing, Low Income Housing Tax Credit program compliance and HUD regulations.
- Maintain complete individual tenant files including all income and household eligibility information for tenants.
- Act as primary contact with building owners, arrange regular meetings, ensure timely notification of building issues.
- Manage finances; paying bills, helping to develop and implement the budget, monitoring financial statements, purchase office supplies, collect rents, maintain rent roll, and ensure that there is a clear audit trail for all administrative functions.
- Coordinate with maintenance department to monitor ordering and approving repairs, inspecting the condition of building, scheduling maintenance, preparing vacant units for lease, etc.
- Work with residents to access social services as needed.
- Respond to emergencies as needed.
- Provide back up at other buildings as needed.
- Perform department duties such as advertising vacant units, managing HUD waitlist and preparing annual mailings 2x a year.

**Qualifications:** The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge, Skills, and Abilities:**

- High school diploma or GED.
- One-year affordable property management experience.
- Ability to speak, read and write in standard business English.
- Ability to problem solve independently.
- Demonstrated ability to meet deadlines.
- Knowledge of and experience working with a diverse population
- Ability to follow instructions accurately and work with minimal supervision.
- Ability to organize time efficiently, prioritize and perform tasks independently.

Preferred Qualifications:

- Tax credit, HUD Project Based Section 8, and other forms of affordable housing experience.
- 2 years Residential property management experience.
- Experience with property management software

**Education & Experience:** High school education. Any combination of experience and training that would likely to provide the ability to carry out the essential duties and required knowledge; skills and abilities will be considered.

**Licenses or Certificates:** None

**Physical Demands/Working Conditions:** The physical demands are representative of those that must be met by an employee in a Building Manager environment to successfully perform the

essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in a resident building environment with a low to medium noise volume
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk and sit
- Ability to lift at least 40 pounds, work with cleaning products and paint
- Frequent contact with residents and applicants
- Exposure to a variety of living conditions

Salary Range: \$27-32/hr DOE

Benefit: Medical, Dental, and Vision Insurance

Group Life Insurance;

Retirement Plan;

PTO;

And others

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

---

Employee's Signature

---

Date

**SCIDpda Mission:** To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.