

## Site Manager

### General Information

<b>Job Posting ID:</b> 8690912	<b>Creation Date:</b> Nov 14, 2018
<b>Employer Posting No:</b> ---	<b>Closing Date:</b> Dec 14, 2018
<b>Job Site Address:</b> DEL RIO, Texas 78840	<b>Employer Type:</b> Private Sector
<b>Openings Filled:</b> 0 of 1	
<b>Contacts:</b> 0 of 50	<b>Status:</b> Open

### Job Description

Responsible for overall management, operations, and admissions and respective site staff of the Section 202 Program and regulatory compliance of the Agency's housing portfolio. The Section 202 Site Manager is responsible for monitoring budgets, preparing reports of activities and fiscal status, monitoring operating practices and procedures. Ensure residents are provided with clean, safe and well-maintained living community. Receive and review all applications, conduct interviews and determine eligibility. Show, lease and assign units; provide resident orientation on lease contract and the development's policies and procedures. Collect rent, issue receipts, balance books and make bank deposits daily. Performs other duties as assigned.

#### Supervisory Experience

**Required:** No

**Pay:** Between \$26,954.00 / YR and \$26,954.00 / YR

#### Additional Pay

**Details:** Full Benefit package after successful completion of introductory period.

**Shift:** Days (First)

**Duration:** Regular

**Workweek:** Full Time

**Veterans Only:** Yes

#### Federal

**Contractor:** No

#### Eagle Ford Shale

**Job:** No

**Is this job related to Hurricane Harvey Clean-up/Restoration?:** No

### Job Requirements

**Occupation:** Administrative Services Managers

**Minimum Experience and** 2 yrs 0 mos **and Bachelors Degree**

**Education:**

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**Additional Requirements**

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**Driver's License**

**Type:** Class C - Standard Driver's License