

FARGO HOUSING & REDEVELOPMENT AUTHORITY

JOB DESCRIPTION

Job Title: Leasing Specialist
FLSA Status: Non-Exempt
Reports To: Public Housing Portfolio Manager
Employee Appointment: Part Time, 20 hours per week
Supervision Exercised: None

Job Purpose: This position is responsible for showing housing units within the Public Housing Portfolio to prospective tenants and completing related administrative tasks to fill vacant units.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Assist Project Managers with tenant leasing and compliance with the regulations of each property.
1. Coordinate and show vacant units to prospective tenants.
 2. Schedule eligibility reviews with project/property manager for potential tenants.
 3. Field telephone calls and return message of potential tenants.
 4. Complete tenant orientations and prepare lease agreement using computer when necessary.
 5. Ensure tenant files are accurate before passing on to eligibility.
 6. Communicate need of more tenant applications to project manager and coordinate number of letters to send to ensure adequate application pipeline.
 7. Answer basic leasing and general program questions of FHRA programs.
 8. Input and communicate all property showings, eligibility reviews in the appropriate employee's calendar.
 9. Assist in completion of HRA and HUD forms and reports as required.
 10. Assist in researching, developing, maintaining and revising department forms, procedures and control system.
 11. Assist in implementation of latest programs.
 12. Inspect models and available "market ready" communicate related service needs to property manager.
 13. Ensure units are ready for resident to move in on agreed date.
 14. Update availability report, process applications for approval (i.e. credit check rental history, etc.) Submit follow up with applicants regarding status of application.
 15. Ensure all forms are completed in accordance with Fair Housing and FHRA requirements.
 16. Inform Project Managers of any lease violations, cleanliness issues and maintenance issues observed while visiting properties.
- B. Ability to keep information confidential and use professional discretion when necessary.
- C. Provide support to employee's requests by using professional, positive, timely and effective verbal and written communication.
- D. Show a demonstrated interest in FHRA's mission.
- E. Adhere to FHRA's Core Values.

F. May perform other duties as assigned to promote the FHRA mission.

MINIMUM REQUIREMENTS

Education: Associate's degree in business related field or combination of education and experience to perform job duties as described.

Experience: At least two (2) years practical work experience in an office support position; working knowledge of Microsoft Word, Excel and Outlook and the ability to generate reports and forms. Understanding of Fair Housing laws.

Have a valid driver's license and proof of automobile insurance coverage.

Must pass pre-employment drug test, criminal background investigation and driving record review

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Microsoft Word, Excel and Outlook.
- Possess effective time management skills.
- Ability to conduct self in a professional and upbeat manner.
- Be familiar with modern office practices, procedures and equipment.
- Working knowledge of grammar, spelling and punctuation.
- Ability to perform basic mathematical computation.
- Knowledge of data processing methods, information storage and retrieval techniques.
- Must have a professional appearance and courteous manner and be able to deal effectively with all levels of staff and the public, including people of different social, economic and ethnic backgrounds.
- Ability to establish positive working relationships with co-workers, supervisors, clients, officials, other agencies and the general public.
- Must exercise good judgement in maintaining the confidentiality and integrity of sensitive information.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

Have vision, communicate clearly, hear, reach with hands and arms, use hands to finger, handle, or feel, walk, stand, stoop, kneel, crouch, crawl, sedentary work exerting up to 20 pounds of force occasionally. Ability to climb stairs, walk on uneven surfaces, and work in vacant units that may not be adequately air conditioned. Regular working hours are within a weekday, daytime timeframe with occasional evenings.