



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Job Opening Advertisement **Position: Low Rent Specialist**

The Utah Paiute Tribal Housing Authority (UPTHA) is advertising an opening for a UPTHA Low Rent Specialist. (See attachment for specific Duties and Responsibilities).

Open: As Soon As Possible until Position is Filled
Closes: Position is Filled

Each application package should contain the following:

- 1. Cover Letter**
- 2. Resume**
- 3. Completed UPTHA Application**

To request an application, contact the receptionist, Goldie Wall at (435) 586-1122.

Please direct any questions to (435) 586-1122, Ext # 112. Applications may be dropped off at the housing authority building at 565 N 100 E Cedar City, faxed at (435) 586-0896, or emailed to ajimenez@utahpha.org.

April Jimenez
Human Resource Specialist

2 Attachments:

1. Low Rent Specialist - Duties and Responsibilities
2. UPTHA Application

**Job Title: Low Rent Specialist Reports to:
Executive Director
Annual Salary: \$40,560.00**

Summary:

Manage residential rental properties to include effectively oversee tenant paperwork Move-ins, Move-outs, inspections as well as ensuring that properties are secure and well-maintained. They also approve and process tenant applications and client transactions, such as lease agreements and rental payments, Furthermore, assess risk and makes the final judgement on eligibility for tenancy according to UPTHA policy.

Job Description: (These duties are not all inclusive as more may be added for UPTHA's needs)

1. Responsible for reviewing rental applications to determine a tenant's ability to adhere to standards devised by UPTHA policy. Ensuring applicant is within income limits and any other qualified factor are met.
2. Administrative duties include:
 - 1) Prepare rental income reports,
 - 2) Bad debt reports and follow up,
 - 3) Completing rental applications and lease agreement as well as writing official notices to tenants concerning issues, such as rent payment changes, violations or anticipated maintenance projects.
3. Record Management as well as electronic records, maintaining pristine tenant files and keep all tenants and employees information confidential.
4. Ensures UPTHA abides by state/federal laws applicable to tenant selection and equality
5. Reports potentially unsafe conditions
6. Other duties as assigned by supervisor.

Qualification:

1. Bachelor's Degree in Business Management or a closely related field or 3 or plus years of experience as a Property Management Specialist (Required) (i.e. working in real estate, property management or customer service)
2. CPM certification preferred
3. Computer skills needed – Proficient with Microsoft Office Suite and housing database software
4. Good communication with tenants written and verbal
5. Valid drivers license, and a clean driving record
6. Must be able to complete a background check and drug testing

Necessary Skills:

1. Must have an understanding of the Native American culture and the organization of the Paiute Indian Tribe of Utah.
2. Must be well organized and able to make good judgement calls and quick decisions concerning tenant eligibility.
3. Must have good written communication skills to draft detailed rental or tenant incident

reports, as well as tenant-related correspondence.

4. Ability to adapt to rapid changes in the work environment.
5. Ability to follow directions and instructions from supervisor and complete by deadline
6. Ability to work as part of a team with mutual respect for all employees and tenants
7. Maintain high levels of ethical behavior and confidentiality when dealing with staff and tenant information.
8. Ability to follow policies and procedures; complete administration tasks correctly and on time; support organization's goals, mission and values.
9. Ability to make timely decisions; exhibits reasonable and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in process.
10. Ability to adapt to changes in the work environment; able to deal with frequent changes, delays or unexpected events.

Physical Demands:

While performing the duties required of this job, the employee is regularly required to drive UPTHA vehicle.

Indian Hiring Preference

Under the Indian Hiring Preference Act, the Utah Paiute Tribal Housing Authority (UPTHA) gives preference to qualified American Indian/Alaska Native applicants.