



Ho-Chunk Nation

Job Description



TITLE: RENTAL COORDINATOR		JOB CODE: RNTC
GOVERNMENT EMPLOYEE	EEO: 5	PAY GRADE: 10
NON EXEMPT	NO FLEX	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Rental Coordinator is responsible for assisting the Rental Manager in the administration and coordination of all activities involving Rental management and the maintenance of the rental units. This position will report directly to the Rental Manager.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Assist in the development of goals and objectives for the administration and coordination of rental management and the maintenance daily with an overall annual report.
2. Receive, process, screen and maintain applications and waiting lists, process in accordance with approved policies and codes on a daily basis.
3. Provide rental information to all new tenants and prepare move in packets monthly to have at least five packets on hand, prior to scheduled move ins.
4. Responsible for the daily intake, processing, and maintaining daily unit service orders.
5. Collect security deposit, rent, and any additional charges in accordance with approved policies and provide receipt at move in and monthly thereafter.
6. Create and maintain tenant files on a daily basis.
7. Maintain ongoing communication with other departments and agencies in coordinating resources available in assisting with providing housing needs on a day-to-day basis.
8. Assist with the on-going monitoring and enforcement of approved policies, codes and ordinances daily.
9. Order, receive and inventory maintenance supplies and appliances weekly.
10. Gather and maintain data daily for monthly Rental Management reports.
11. Perform all work with an emphasis on safety daily.
12. Perform lawful duties as assigned and relevant to this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manage work group within a sub-unit of a department
Financial Accountability	None
Customer Accountability	Interfaces with regulatory authorities Interfaces with outside customers Interfaces with inside customers



Freedom to Act

Subject to general input from supervisor
Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school diploma or equivalent.

ESSENTIAL:

1. All employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. No convictions for a felony or a misdemeanor involving dishonesty or breach of public trust.
3. Valid driver's license, dependable transportation, and proper insurance are required.
4. Must maintain confidentiality at all times.

EXPERIENCE:

1. Possess experience in the rental related field.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to deal confidently and effectively with subordinates, co-workers, and community members.
2. Possess the ability to communicate well with others both orally and in written form.
3. Must have knowledge of spreadsheets, word processing, and database file systems.
4. Must have excellent people skills.
5. Must have excellent phone etiquette.
6. Must have the ability to listen objectively.
7. Must be detail oriented with solid work ethics.
8. Must have knowledge of Ho-Chunk culture, communities, and the ability to obtain and provide resources as needed.
9. Must have a working knowledge of rental agreements and leases.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Work in an office setting.
2. Willingness to travel and work varied hours.
3. See physical demands worksheet.