

INTERNAL/EXTERNAL POSTING
FULL-TIME APARTMENT RESIDENT-MANAGER POSITION AVAILABLE

The Housing Authority of Yamhill County has an immediate opening for a Full-Time (40 hours) Resident Manager position in Newberg. This position requires the candidate to be organized, and demonstrate the ability to handle multiple priorities. This position requires the candidate to have some experience property management, be self-motivated and have good communication skills. Candidates will be expected to work independently and to work closely with fellow site office and maintenance staff. The two properties have two different compliance sources Haworth is (HOME/OAHTC) and Vittoria Square is (RD). The candidate we are seeking should have an eye for detail, be an effective problem solver and be able to effectively manage changes well to best promote resident retention.

Property Locations:

Vittoria Square Apartments (43 units) 3300 Vittoria Way, Newberg, Oregon 97132
Haworth Terrace Apartments (38 units) 2700 Haworth Ave, Newberg, Oregon 97132

Pay Range:

Pay range under the union contract starts from probationary step \$2,652.00 up to step \$3,678.00

Hours per week: 20 hours at Vittoria Square and 20 hours at Haworth Terrace during the hours of Monday -Friday, 8:00 a.m. to 5:00 p.m.

Email Applications along with resume and letter of interest to yvera@hayc.org or fax to 503-472-4376.

Applications can be found on our website www.hayc.org or at our main office at 135 NE Dunn Place, McMinnville, Oregon 97128.


Most employees are hired at the beginning of the range, the position is a union position and candidate is required to live on site a two bedroom unit is available at the Haworth Terrace Apartments and rent is deducted from pay. Candidates receiving a job offer will be required to credit and background check. We would like to thank candidates who submit their interest for this position.

Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

The Housing Authority of Yamhill County is an Equal Opportunity Employer.

Employment Application

Housing Authority of Yamhill County

	Last Name	First Name	Middle Name	Today's Date:	Position Applied for:		
	Address	City	State	Zip	Are you 18 years of age or older? Yes No	Date Available:	Expected Pay Rate:
	Contact Phone # Alternate Contact Phone #				Please list any other names you have used (ex. Maiden Names, Nicknames):		
	E-mail address:				How did you learn of this opening?		

EQUAL EMPLOYMENT OPPORTUNITY. We are an equal opportunity employer. All applicants will be considered without regard to race, color, religion, age, gender, sexual orientation, gender identity, marital or veteran status, national origin, ancestry, mental or physical disability, on-the-job injuries, or any other legally protected status in accordance with applicable federal, state and local equal employment opportunity laws and except as provided by those laws. *If you require an accommodation to participate in our application process, please contact Elise Hui at 503-883-4318.*

Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment.) Yes No

I have read the job description and can perform the essential functions of the job with or without reasonable accommodations: Yes No

RELATIVES: Qualified relatives are eligible for employment except in limited situations in accordance with applicable law. Do you have any relatives who currently work for us? Yes No *If yes, state names(s) and the nature of the family relationship (e.g. parent, son, daughter, grandparent, etc.):

EDUCATION	Name of School and Location	Course of Study	Years Completed	Degrees Received
High School			1 2 3 4 Other (explain):	
College or University			1 2 3 4 Other (explain):	
Graduate School			1 2 3 4 Other (explain):	
Military, Vocational School or Technical Training			1 2 3 4 Other (explain): _____	

OTHER JOB RELATED EDUCATION, QUALIFICATIONS AND/OR CERTIFICATES: Please list and summarize any training, volunteer activities, and/or other specialized skills, qualifications or experience you feel would help you perform the work for which you are applying. For military veterans, please include information on any transferrable skills obtained through military education or experience that relate, directly or indirectly, to the position for which you are applying:

DRIVING RECORD: (Note: a lack of a driver's license will not disqualify an applicant unless driving is an essential function of the job)

Do you have a valid Driver's License? Yes No

EMPLOYMENT HISTORY:

List your employment experience for the past 10 years, beginning with your present or most recent job. *Do not omit any employer.* (Attach sheet if more space is needed.)

Company Name		Your Title
Company Address		
Date Started	Date Left	Last Salary/Wage
Number of hours per week	May we contact this employer? Yes No If no, why not?	
Supervisor's Name	Telephone Number	

Description of your duties and responsibilities:

Were you discharged from this job? Yes No

If No, what was your reason for leaving?

Company Name		Your Title
Company Address		
Date Started	Date Left	Last Salary/Wage
Number of hours per week	May we contact this employer? Yes No If no, why not?	
Supervisor's Name	Telephone Number	

Description of your duties and responsibilities:		
Were you discharged from this job? Yes No		
If No, what was your reason for leaving?		
Company Name		Your Title
Company Address		
Date Started	Date Left	Last Salary/Wage
Number of hours per week	May we contact this employer? Yes No If no, why not?	
Supervisor's Name	Telephone Number	
Description of your duties and responsibilities:		
Were you discharged from this job? Yes No		
If No, what was your reason for leaving?		
Company Name		Your Title
Company Address		
Date Started	Date Left	Last Salary/Wage
Number of hours per week	May we contact this employer? Yes No If no, why not?	
Supervisor's Name	Telephone Number	
Description of your duties and responsibilities:		
Were you discharged from this job? Yes No		
If No, what was your reason for leaving?		

FOREIGN LANGUAGE: Indicate any languages other than English that you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

REFERENCES: List three references (from persons not related to you) who are familiar with your qualifications and actual work history and ability. You must include a phone number.

- | | <i>Name/relationship (supervisor, co-worker, etc.)</i> | <i>Address</i> | <i>Phone</i> |
|----|--|----------------|--------------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |

If you need additional space, please continue on a separate sheet of paper.

VERIFICATION AND SIGNATURE:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE COMPLETELY FILLED OUT, SIGNED, AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

1. I authorize the Housing Authority of Yamhill County (HAYC) to contact any of my references, past/present employers, and/or other persons named in this application for the purpose of obtaining information about my employment history, education, character and qualifications. I release the HAYC from any and all claims and liability in connection with such contacts and inquiries. I also agree to sign any written authorizations and releases requested by the HAYC or my references in order for the HAYC to obtain the requested information.
2. I certify that answers and statements I have made on this application (and in any attachments or other supplementary or supporting documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission made by me will result in denial of employment, withdrawal of an offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that if I am offered employment, I will be required to authorize and pass a pre-employment criminal history check and driver's record check (for positions requiring driving) as a condition of being hired.
4. I understand if I am offered employment, I may be required to pass a pre-employment drug screen (including for marijuana and other unlawful drugs) and/or physical required by the HAYC in accordance with applicable law. I understand that a positive drug test will disqualify me for employment.
4. I agree that if I am hired, I will conform to all rules, regulations and standards of the HAYC as they presently exist or are later modified. **I also understand and agree that employment is At-Will and can be terminated at any time by me or by the HAYC for any reason not prohibited by law except as specifically set forth in an applicable collective bargaining agreement or individual employment agreement signed and dated by the HAYC's Executive Director.** I understand that no one other than the HAYC's Executive Director has any authority to enter into any employment agreement for any specified period of time, to change the At-will nature of the employment relationship, or to otherwise assure me of any future position, benefits, or terms and conditions of employment. Any such agreement must be in writing and signed by the Executive Director to be valid.

I have read, understand, and agree with all of the above.

Signature _____ Date _____

Unsigned applications will not be processed.

**Return application to:
Housing Authority of Yamhill County
135 NE Dunn Place
McMinnville, OR 97128**

This application is valid for only 45 days from the date signed. If Applicant wants to be considered for job openings more than 45 days from the date signed, Applicant must submit a new and current employment application.

VETERAN'S PREFERENCE

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. Please read the following checklist carefully and the box for each item that applies to you. You may get help from HAYC if you need further explanation or have special circumstances. Please note that the application of preference points is not a guarantee of being hired.

Note: If you are applying for a position for which the HAYC's hiring process results in a score, you will be given preference points as outlined below. If you are applying for a position for which the HAYC's hiring process does not result in a score, the HAYC will nonetheless give a preference to a veteran or disabled veteran in accordance with applicable law.

IN ORDER TO BE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO HAYC. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.

A. QUALIFIED VETERAN QUESTIONS: You may claim veteran's preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions, or
- For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions, or
- For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability, or
- For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs, or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions, **or**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; **or**
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

Please see the next page for applicable definitions.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
 2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD Form 214/215). To order the letter, call 1-800-827-1000 and request a public employment preference letter.
- I have a disability rating through the United States Department of Veterans Affairs; or
 - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
 - I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference points and certify that the above information is correct. I understand that any false statements may be cause for my disqualification or dismissal.

Print Name

Service Number

Signature of Applicant
Position Applied For _____

Date

DEFINITIONS

Armed Forces means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

Active duty does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

Combat zone means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

Veteran means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
 - (B) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
 - (C) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
 - (D) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
 - (E) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or
 - (F) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- (b) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- (c) Is receiving a non-service-connected pension from the United States Department of Veterans Affairs.

Disabled veteran means a person who has a disability rating from the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

OAR 839-006-0440

Housing Authority of Yamhill County

Position Description: Resident Manager (rev. Nov 2013)

JOB SUMMARY:

Perform a variety of duties related to the managing an apartment complex. Works in compliance with eligibility criteria established assistance by various agencies.

Supervision Received:

Receives general supervision from assigned management staff.

Supervision Exercised:

Although direct supervisory responsibility is not a function of this position, may provide lead direction to employees in training or lower level classifications.

Physical Demands and Working Environment:

Working conditions require sufficient mobility to work in an office setting, operate office equipment, cleaning of units and around grounds of property. Demands travel to attend to meetings, trainings, as well as to acquire supplies for office, or maintenance.

Description of Duties and Responsibilities:

The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Authority reserves the right to change, reassign, or combine job duties at any time.

Essential Job Functions:

1. Represent the Housing Authority of Yamhill County (HAYC) and coordinate relations between HAYC and the residents. The Resident Manager reports directly to HAYC Asset Manager.
2. Attend training sessions and participate in management meetings and staff meetings as deemed necessary by HAYC.
3. Maintain a physical presence on-site. Absence in excess of 24 hours shall require prior approval by HAYC.
4. Adhere to the Management Plans, landlord-tenant laws and all, procedures, which apply to *HAYC Properties*, and the responsibilities of the Resident Manager in conjunction with other Partnering agencies as well.
5. Advertise, promote and rent units.
6. Possession of, or ability to obtain within 30 days of hire, a valid Oregon Driver's License, a licensed, proper operating vehicle, and adequate and proper insurance.

Tasks and services may include, but are not limited to the following:

1. Complete move-in/move-out inspection forms with residents.
2. Maintain accurate and current information regarding community services, stores, churches and public facilities in the area, along with organizing resident meetings.
3. Prepare advertising materials relevant to vacant units; Advertisements shall be accurate and non-discriminatory with regard to age, race, color, sex, religion, familial and marital status, physical abilities or national origin.
4. Accompany prospective residents to the properly prepared units.
5. Obtain a completed, verified rental application from the prospective resident and conduct screening required.

6. Obtain all other verification require for compliance of the property.
7. Check references of present and previous landlords (at least two) and employer(s).
8. Confirm member of applicant household meets eligibility criteria for HAYC requirements, or Tenant Landlord restrictions.
9. Evaluate applications including past rental history, financial resources and employment record. Applications shall be evaluated in an objective manner without regard to race, color, religion, sex, age, national origin, physical abilities, or familial and marital status. Confer with HAYC on selection of residents.
10. Maintain adequate records and files of each resident and applicants as detailed in the management plan. Maintain complete records of all functions performed and hours worked by the Resident Manager (s) or other employees of the complex.
11. Deliver written notices or related materials to residents. Any notice to terminate tenancy shall set forth amounts due and procedures for terminating. Resident Manager shall be available, when necessary, for meetings or court appearances.
12. Assist in collection of sums owed by residents who have moved out, regardless of circumstances.
13. Notify the HAYC when it appears that a resident has abandoned a unit and follow tenant landlord law regarding abandonment.
14. Perform any and all duties, which may reasonably be required for appropriate management of the complex, including cleaning of units, community rooms and entry areas, maintenance of curb appeal of complex.
15. Upon termination of the Resident Manager, with or without cause, the Resident Manager shall return to HAYC any and all equipment, materials or other items belonging to HAYC, and shall immediately surrender the apartment unit occupied by the resident Manager. It is understood that residency of the unit is a condition of and contingent upon employment by HAYC.

I DECLARE THAT I HAVE READ AND UNDERSTOOD MY RESPONSIBILITIES AS
RESIDENT MANAGER FOR THE HOUSING AUTHORITY OF YAMHILL COUNTY.

SIGNATURE

DATE

