



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement
Property Manager/Maintenance Tech - Townsend

Rocky Mountain Development Council, Inc., has an opening for a part-time Property Manager/Maintenance Technician in Townsend, MT. The starting salary for this position is \$13.93 per hour. This is a part-time position 10 to 15 hours per week.

Assignments involve accepting rental applications, marketing/accepting telephone calls regarding apartments in Townsend and showing apartments with knowledge of State and Federal Regulations and Standards. This will involve: either performing or arranging for site or property maintenance, performing periodic inspections, and providing monthly reporting to the Director of Affordable Housing.

Minimum Qualifications:

Knowledge: Knowledge of Rural Development/Fair Housing Guidelines or willingness to gain knowledge within 12 months of hire date. Must have a working knowledge of various appliances. Familiarity with electricity, plumbing, and carpentry is preferred.

Skills: General understanding of working with the elderly population and basic property management.

Abilities: Ability to communicate effectively with prospective tenants and regulators. Ability to safely use and maintain common maintenance tools, i.e. wrenches, hammers, wheelbarrows, jacks, and step ladders.

The incumbent may be required to perform light maintenance which could include some snow shoveling and grounds keeping. Must have a valid MT Driver's license, reliable vehicle, current liability insurance, and be approved as a driver by Rocky's insurance carrier. Must be able to pass a criminal background check.

The knowledge, skills, and abilities for this position are usually acquired through education and experience equivalent to a High School diploma or equivalent. Previous experience in managing residential or commercial properties is desirable. Experience in operating in a regulated setting that requires accountability and regular reporting is also desirable. Willingness to gain experience in these areas is required. Must obtain the S.T.A.R. Rural Development or equivalent certification within 1 year of hire.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, and www.rmdc.net. Incomplete application materials will not be processed. This position is open until filled. EEO