



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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### Position Announcement

#### **Rural Development Manager/Housing Specialist**

Rocky Mountain Development Council, Inc., has an opening for a full-time (40 hour/week) Rural Development Manager/Housing Specialist. The starting wage for this position is \$17.64 per hour.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan (which equals an extra \$4.88/hour), 10 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment, a 401k option is available upon hire, based on age eligibility.

This position will provide oversight of three USDA Rural Development properties located in Townsend and Augusta. Responsibilities include processing rental applications, marketing the properties and showing apartments. This involves: either performing, or arranging for, site or property maintenance, performing periodic inspections, and providing monthly reporting to the Director of Affordable Housing. Operation of properties must comply with the Montana Landlord and Tenant Act and other governmental regulations and standards. In addition, this position will be the main contact point for potential applicants of all Rocky's housing properties, forwarding to Property Managers as appropriate. Assists the Director of Affordable Housing with special projects as needed.

#### Minimum Qualifications:

**Knowledge:** Knowledge of Rural Development and Fair Housing Guidelines or willingness to gain knowledge within 12 months of hire date. Must obtain USDA Rural Development Compliance Certification through an accredited agency within one year of hire. Excellent interpersonal and customer service skills, organizational skills and attention to detail, and time management skills with a proven ability to meet deadlines.

**Skills:** General understanding of customer service and basic property management protocols. Proficient with Microsoft Office Suite or related software. Familiarity with MINC housing software system and MRI Property Management Software preferred.

**Abilities:** Ability to communicate effectively in writing and verbally with prospective tenants, coworkers and regulators. Ability to work independently.

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 managing residential or commercial properties is preferred. One year of related social service experience preferably with a housing program. Willingness to gain experience in these areas is required.

Must obtain USDA Rural Development Compliance Certification through an accredited agency 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.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed applications must be received by the Human Resource office by Friday, December 4, 2020 at 4 P.M. EEO

[www.rmhc.net](http://www.rmhc.net)

Affordable Housing  
Home Buyer Education  
Rocky Mountain Preschool Center  
Head Start

LIEAP  
Weatherization  
Energy Share  
Spirit of Service  
Area IV Agency on Aging

Meals on Wheels  
Senior Centers and Nutrition  
Foster Grandparent Program  
Senior Companion Program  
RSVP