



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

Rocky Mountain Development Council, Inc.
Assistant Manager

Rocky Mountain Development Council, Inc. has an opening for an Assistant Manager with Rocky's Affordable Housing Program. This is a full-time (40 hours/week) position located at Eagles Manor in Helena. The salary for this position is \$16.99 per hour, plus Rocky's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The basic function of the Assistant Manager is to provide access and management of public and other housing for qualified individuals and families; serve as a liaison between clients and Rocky Mountain Development Council, Inc.; comply with the Montana Landlord & Tenant Act and all other governmental laws and regulations; and assist On-Site Manager III with special projects as needed. This position assists and serves as backup to the Onsite Manager III.

Knowledge, Skills & Abilities:

- Extensive knowledge of all tax credit compliance agencies including Rural Development/Fair Housing Guidelines, HUD, Section 8, HOME, MT Board of Housing Low Income Tax Credits;
- Demonstrates integrity on personal as well as professional level;
- Must be able to work independently or as a team member using effective time management skills,
- Exceptional communication skills;
- Ability to interact with a diverse range of people;
- Attentive to details;
- Ability to solve problems involving residents, personnel, finances, equipment failure, emergency situations, etc. in a positive, respectful manner;

Communication Skills: Able to maintain effective working relationships with co-workers and residents (of all backgrounds) follow instructions and communicate effectively, verbally and in writing. Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form.

Education and Experience: The knowledge and abilities to perform these duties are usually acquired through a combination of education and experience equivalent to a college degree and one year related housing/property management experience. Property management and experience working with seniors preferred. Must be certified through a nationally recognized low income tax credit compliance agency within 6 months of hire and maintain the certification through on-going education. Other combinations of education and experience will be evaluated on an individual basis.

Must be willing to complete the HUD Certified Professional of Occupancy (CPO) training and certification within the first 5 years of employment. Knowledge and abilities to perform duties usually acquired through a combination of computer classes and on-the-job computer training i.e., excel spreadsheets; compliance software, etc.

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.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, resume and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by Rocky Human Resource Office PO Box 1717, Helena MT 59624-1717. Applications must be received no later than Wednesday, April 17, 2019 at 5:00PM. Rocky is an EEO employer.