



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Leasing Consultant
Class Title: Program Coordinator II
Range: 4
Reports to: Property Manager

FLSA: Non-Exempt

Position Requirements:

Education and Experience: Six (6) months to one (1) year rental housing leasing experience preferred; associate degree (A.A.) or equivalent from two (2) year college or technical school; or equivalent combination of education and experience.

Licenses Required: Valid Driver's License

Certifications Required: None.

Background Investigation Required: Kari Koskinen through the Bureau of Criminal Apprehension and search on NSOPW.

Knowledge: Knowledge of business English and fair housing principles, or ability to learn. Knowledge of Yardi Breeze or ability to learn.

Abilities: Ability to travel independently to properties throughout Anoka County for unit showings and property inspections. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine correspondence. Ability to problem solve in complicated situations. Ability to respond to high call volume and effectively communicate with tenants, co-workers, and vendors. Ability to follow instructions furnished in written and/or oral form.

Skills: Computer skills sufficient to utilize spreadsheets, basic correspondence, and forms using Microsoft Office products.

Duties and Responsibilities:

Posts vacancy listings on ACCAP website and other locations, processes rental applications and coordinates move-in and move-out lease paperwork, conducts showings of available rental units, and conducts unit and property inspections. Schedules inspections with tenants, ACCAP maintenance, inspectors, and outside agencies. Works closely with ACCAP maintenance, contractors, and inspectors from numerous outside agencies. Coordinates unit turnovers in a timely manner. Must be able to respond to a high call and email volume for inspections and repairs and schedule the repairs to be completed with tenants, the ACCAP maintenance team, and contractors. Maintains records of calls, inspections, and repairs in Yardi database. Codes and approves invoices for accounting and notifies accounting and tenant if there is a tenant bill back charge. Assists Property Manager with time-sensitive projects throughout each month, quarter, and year. Must be able to multi-task, switch priorities, and be able to travel independently to units and properties without much notice. Performs all other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry twenty-five pounds safely, sitting in a chair, standing, or walking for extended periods, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on the phone system, and keyboarding, extended visual contact with computer monitors. Must be able to drive to properties, show units, and conduct unit and property inspections. Must be able to communicate effectively with tenants, contractors, and coworkers. Must be able to enter tenants' home, climb stairs, and may come into contact with cigarette/cigar smoke, odors, and animals.

Posting Date: 3/28/2024

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: M. Olen

Status: Permanent/FT

Wage: \$20.74/Hour - DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.