



## Job Description

<b>JOB TITLE</b>	Program Manager Administrator	<b>JOB LEVEL:</b>	
------------------	-------------------------------	-------------------	--

### PURPOSE / MISSION (Job Summary)

The Program Management Administrator will assist the Program Management team in complying with all phases of operations that affect the tenancy of the individuals within our assigned portfolio. They will primarily aide the Home Share Program Manager and correspond with their DBHIDS counterparts to ensure regular communication and transparency between organizations.

### DIMENSIONS

<b>Reports to:</b>	Senior Program Manager
<b>Division/Department:</b>	Program Management
<b>Leadership / Supervisory Responsibility (i.e # of employees supervising &amp; job title(s) of direct reports):</b>	N/A
<b>Level:</b>	Click or tap here to enter text.

### ESSENTIAL FUNCTIONS

(In order of importance, indicate the essential functions of the position and the percentage of time dedicated to each function.)

Importance	Major Action and Support Actions	% of Time (must equal 100%)
1.	Provide Data Analysis/Scheduling regarding Inspections, Annual Certifications and Leasing	11%
2.	Assist with processing of rent increases (master leased units) and lease addendum changes and/or assist in advising residents of any changes in the terms of the lease agreement.	11%
3.	Monitor Email Correspondence with DBHIDS via Program Email link	11%
4.	Assist in maintaining resident files according to CPM and funding program specifications.	11%
5.	Assist with maintaining up-to-date knowledge of regulations applicable to residents based on funding source.	11%
6.	Help with the referral process, application, leasing and tenancy of all residents within the program portfolio.	11%
7.	Participate in additional and/or special projects as required by management	11%
8.	Assist in ensuring that applicants meet program/funding requirements of the units prior to leasing.	11%
9.	Other responsibilities, as required.	11%

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. This job description may be reviewed and modified at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.



## Job Description

### DECISION-MAKING: What type of decisions does this job regularly make?

Select one by clicking the most appropriate box.

<input type="checkbox"/> Strategic	Decisions affect the long-term direction and policy of the entire company. These decisions affect the short-term and long-term performance of Mission First. Strategic decisions are high-risk because their outcomes are largely unknown and have a huge impact. These types of decisions are usually made at the top level of a company. Examples are: New services, acquisitions.
<input type="checkbox"/> Tactical	Decisions focus on intermediate-term issues. The purpose of decisions made at this level is to help move Mission First closer to reaching the strategic goal. Outcomes are predictable. After a decision is made by Top Management or Board of Directors, the next phase is to take the steps needed to implement it. Examples are: The amount of money required to implement, which advertising agency to promote a new service or to provide an incentive plan to employees to encourage increased revenue.
<input type="checkbox"/> Operational	Decisions focus on day-to-day activities within the company. Decisions made at this level help to ensure that daily activities proceed smoothly and therefore help to move the company toward reaching strategic goals. They have short term consequences. Examples are: Handling employee conflicts, purchasing materials needed for operations.
<input checked="" type="checkbox"/> Standard	These decisions are those that are repetitive decisions on a recurring basis and are commonly related to daily activities. They are relatively simple, relying on historical data and previous solutions. Examples are: reordering of standard office supplies, handling transactions and handling a step in a property management or property development process.

### QUALIFICATIONS (including competencies, skills, knowledge, certifications)

(List the MINIMUM qualifications required to perform the essential functions of the position.)

Criteria	Aspect	Description
Profile / Qualifications	Minimum education	<input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> J.D. Degree Please note that equivalent years of relevant Exempt work experience may be considered in lieu of a degree.
	Discipline/Major	Click or tap here to enter text.
	Additional/Preferred education and Certifications	<input type="checkbox"/> High School Diploma or GED <input checked="" type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> J.D. Degree Click or tap here to enter text.
	Years and Area of Professional experience (required)	3 years' experience in related field.
	Additional experience (optional)	Completion of administrative and/or computer certification program preferred.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. This job description may be reviewed and modified at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.



## Job Description

	Critical Professional related Technical Skills; Computer Skills	Excellent written and verbal communication skills, good interpersonal skills; ability to work independently.
	Other requirements	Click or tap here to enter text.

### Working Conditions

Environment (e.g., prolonged sitting at computer, manufacturing-exposure to hazards, machinery)	Sitting for a minimum of two (2) hours; prolonged usage of the keyboard; ability to work in an office environment.
Physical (e.g., lifting-physical strain)	Ability to lift up to 10lbs.

### To Be Completed by Human Resources

<b>APPROVAL DATE</b>	Click or tap here to enter text.
<b>APPROVED/CONTROLLED BY</b>	Click or tap here to enter text.
<b>FLSA STATUS</b>	Choose an item.
<b>PAY LEVEL</b>	Click or tap here to enter text.
<b>EEO CODE</b>	Click or tap here to enter text.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. This job description may be reviewed and modified at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.