

**MID-PENINSULA HOUSING
JOB DESCRIPTION**

JOB TITLE: DOCUMENT REPORTING ADMINISTRATOR
DEPARTMENT: PROPERTY MANAGEMENT
SUPERVISOR: DIRECTOR OF PROPERTY MANAGEMENT

Summary:

Under the supervision of the Director of Property Management, the Document Reporting Administrator is assigned to be the central point of contact for all outside agencies providing smooth communication with staff and outside representative, meeting the clerical needs for administrative functions and being responsible to coordinate all property's compliance requirements & responses while working closely with other department staff to see the compliance reporting through completion.

Essential Job Functions:

- Responsible to receive all compliance correspondence and process recording for tracking purposes until completion.
- Deliver approved and complete reports to central files for company records.
- Create tracking format for multi-site operations.
- Composes and prepares routine correspondence.
- Assists in writing Standard Operating Procedures Manual (SOP).
- Distribute all audit and physical inspection notices to appropriate property staff.
- Interface with other departments & a variety of outside parties coordinating compliance requirements.
- Scan all compliance related correspondence and distribute on a timely manner, while being sensitive to priority items.
- On a daily basis follow-up with all individuals that are overdue with reporting requirements by using appropriate communications until completion.
- Coordinates complaints to appropriate District and/or Property Managers by using via e-mails to distribute messages appropriately.
- Answer a large number of incoming e-mails on a daily basis with a positive attitude while maintaining great relationships with all outside parties.
- Assist District and the Financial Reporting Manager with administrative support as needed such as preparing outgoing packages, filing, creating copies, etc. .
- Maintain the PM Reminders Report and distribute twice a month to All Property Managers.
- Maintain the Accounting Reminders Report and distribute once a month to the Accounting Supervisor and Executive Administrator.
- Maintain the Facilities Tracker and distribute to Facilities Manager twice a month.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate’s Degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Proficient in Microsoft Office Software, including Assess, Excel and Word.
- Must be very organized and maintain positive communications skills, while being able to prioritize compliance reporting and gathering all necessary documentation to complete the reports for all properties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date