



Internal Job Posting Announcement

Date: 09/12/2025
Program: Affordable Housing Program
Job Title: Apartment Management Specialist
Location: Sullivan Co./Greene Co.
FLSA Status: Non-Exempt, Full-time; 37.5 hours per week
Salary Grade: 13 (\$15.33 per hour)
Reports to: Operations Manager

POSITION SUMMARY: The Apartment Management Specialist is responsible for performing a variety of duties for the proper operation and compliance of the day-to-day aspects of apartment rentals and management.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Oversee all aspects of day-to-day operations at apartment complex such as leasing paperwork, rent collections, general office management/purchasing duties, and scheduling maintenance.
- Regularly check the property grounds and buildings for needed repairs and ensure repairs are being completed to maintain units and properties in a clean and safe condition.
- Assist individuals who wish to apply for tenancy at the property.
- Collect, record and deposit rent, security/pet deposit or any other tenant payments according to the Housing Program and Agency's financial procedures.
- Maintain accurate property and tenant computer records in property's software (OneSite).
- Work with the Morristown's Housing Program Office staff to ensure the facility is in full compliance with all federal, state and local ordinances, regulations, and codes.
- Enforce lease terms, property rules and regulations, and work with Morristown's Housing Program Office staff to execute necessary lease violations and evictions.
- Prepare work orders and meet with maintenance on a regular basis to follow up on all maintenance activities including work order status, preventative maintenance, unit turn-over, REAC inspection preparation and/or management review preparation.
- Work with Morristown's Housing Program Office staff to ensure proper marketing efforts are performed and all required reports are prepared and submitted in a timely manner.
- Conduct Occupied Unit Inspections twice each year to ensure property requirements are being met per the REAC/NSPIRE Inspection requirements and/or housing quality standards.
- Schedule and accompany pest control or other contracted service workers as needed.
- Clean, sweep, mop, and empty trash in office and community areas, as needed.
- Change return air filters on a regular basis, light bulbs and smoke alarm batteries as needed.
- Respond to after-hour, weekend, holiday emergency calls as needed.
- Performs other duties as assigned.

WORK SITE: Assigned Apartment Complexes

OTHER JOB RESPONSIBILITIES:

- Travel within the service area between properties, for supplies, and some overnight, out-of-area travel to meetings is required.
- Must have a valid driver's license and proof of insurance on vehicle.
- Maintain confidentiality of client and agency information.
- Comply with all rules, policies, and procedures of the Agency.



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- Follow established safety procedures in performance of work and wear PPE as required.
- Must have dependable vehicle for transportation to, from, and around property.
- Must comply with all rules, policies and procedures of the Agency, including Fair Housing Laws, practices and regulations.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.
- This job may change at any time for any or no reason.

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.

ROLE QUALIFICATIONS:

Education and Experience Requirements:

- High School Diploma or GED required; Associate's Degree preferred.
- One-year work experience in equivalent HUD property management and software (OneSite) preferred.

Other Knowledge, Skills and Abilities:

- Must give attention to work and be able to physically and mentally react immediately to unexpected circumstances.
- Ability to work independently and also to deal tactfully with the public, tenants and co-workers.
- Must be proficient with program software Microsoft Office Word, Power Point and Excel.
- Must have excellent written and verbal communication skills.
- Must have strong organizational, analytical, time-management and multi-tasking skills.
- Must have good judgment and the ability to make good decisions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an 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:

- Typical work environment involves lifting, bending, twisting, temperature changes, prolonged periods of sitting at a desk and working on a computer.
- The physical environment requires the employee to work primarily inside, in temperature-controlled conditions but at times also outside in all types of weather. Noise level is usually moderate and interruptions are present.
- Requires the ability to read and sign documents necessary to complete paperwork.
- Requires frequent use of office equipment, including computer, phone and fax.
- While performing the duties of this job, employee is regularly and typically required to stand, lift, bend, twist, sit, reach, push, pull, climb or balance, walk, talk, hear, and smell.
- May lift and or move up to 25lbs to transport needed supplies to and from work sites.



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Application Deadline: Applications accepted until the position is filled.

To Apply: Send resume to Human Resources email: jcody@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.