



## Leasing Agent

### PART TIME

Final Filing Date: **OPEN UNTIL FILLED**

Salary Range: \$17.24 - \$25.87/hour DOE

This position, reporting to the Leasing Services Manager, performs duties related to leasing market and subsidized housing, and will provide assistance with administering all affordable housing programs for CADA. Essential functions include:

- Schedule leasing appointments, show units to potential residents.
- Review applications to determine eligibility and process applications with supporting documentation and determine rental rate.
- Process and record changes in status of current residents.
- Review and apply pertinent provisions of CalHFA, HUD, HCD, RHCP, and SHRA rules and regulations. Be familiar with and sensitive to ADA issues and circumstances.
- Facilitate all aspects of move in and move out process of residents.
- Participate in conducting annual recertification of, and verifying the continuing eligibility of residents participating in rent subsidy programs and, coordinate, as required, with affordable housing regulatory agencies.
- Facilitate communication between residents, CADA, and outside regulatory agencies regarding recertification process, change in rent, or eligibility.
- Participate in annual housing quality standards inspections of individual units; upon request of regulatory agencies, follow up on any abuse or neglect seen or suspected.
- Assist in advertising availability of agency's apartments, including both market and subsidized units.
- Assist in maintaining records on CADA's affordable housing unit goals. Prepare monthly reports and correspondence as required. Prepare and maintain accurate and detailed program files. Ensure that regulatory agencies are paying correct rents on behalf of CADA tenants.
- Respond to resident and public inquiries in a courteous manner; resolve complaints in a timely and efficient manner and/or direct them to the appropriate CADA employee to handle the situation; treat all customers equally & respectfully.
- Reply to inquiries with good judgment, initiative & accurate interpretation of CADA policies, practices & procedures. Field & screen telephone calls.
- Provide information on parking space availability & process tow requests as needed.
- Provide the Leasing Services Manager and other leasing agents assistance with market rate housing as needed.
- Carry out various administrative duties as assigned, including coverage of the Front Desk.

### **Qualifications.**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 3 years of increasingly responsible experience in the areas of market rate and affordable housing programs, apartment marketing and leasing.
- Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.
- College course work in business administration or related field a plus.



#### Qualities:

- Understanding of market rate leasing practices as well as subsidized housing programs, policies, and procedures associated with these programs.
- Understand the importance of sales and service.
- Perform mathematical calculations at a speed and accuracy necessary for successful job performance.
- Work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.

A complete job description can be obtained from the Human Resources Department.

#### Benefits.

Retirement. Retirement provided through CalPERS; monthly contributions are paid 100% by the employee in addition to the Employer Contribution.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. 24 hours per calendar year. No roll-over provisions.

Employee Assistant Program. Confidential counseling services to employees and dependents.

Free Parking – Employees receive one (1), free parking space for use during normal working hours wherever space is available in CADA's parking portfolio. Free parking spots for Maintenance staff are located the CADA Warehouse.

#### **About CADA.**

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$10 million, with a total of 44 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 750 residential units, 40 commercial leases, and 791 parking spaces.



All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, collaboration, and effectiveness.*

**Application Process.**

Applications are accepted continuously **until the position is filled**. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website:

<http://www.cadanet.org/pdf/EmploymentApp.pdf> .

Send application materials to [jazevedo@cadanet.org](mailto:jazevedo@cadanet.org) or via mail to:

CADA  
Attn: Human Resources  
1522 14<sup>th</sup> Street  
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.  
We are an Equal Opportunity Employer.