



## **Position Announcement**

**SIRCO Property  
447-150 Lassen Ave  
Herlong, CA 96113**

Position: Housing Manager  
Location: Herlong, California  
Reports To: Operations Manager  
Date of Announcement: June 22<sup>nd</sup>, 2026  
Closing Date: July 13<sup>th</sup>, 2026  
Hours: Full-Time  
Salary & Benefits: \$55,000 (DOE)

### **POSITION SUMMARY:**

The Housing Manager is responsible for the oversight of the daily operations of SIRCO Property Management. This position manages tenant relations, occupancy, rent collection, lease administration, property inspections, regulatory compliance, and maintenance coordination.

### **RESPONSIBILITIES / PERFORMANCE EXPECTATIONS**

1. Review Tenant Applications for eligibility; maintain and purge waiting lists; show vacant units.
2. Perform deposits as needed on a weekly basis. Provides SIRCO accounting of batch and reports for their records. Maintains records.
3. Follows SIRCO Property Management's procedure for processing rental applications, including preparation of Rental Lease Agreements and related Addendums.
4. Verifies income and other eligibility information on prospective tenants.
5. Coordinates with property maintenance manager to calculate propane billings, including final billings upon move out.
6. Verify that security deposits are paid in full and utilities are placed in the tenant's name.
7. Completes Lease Agreement and related amendments/notices and outlines conditions and terms of occupancy with new tenant.
8. Instruct tenants in emergency procedures, appliance use, and property rules.
9. Organizes and maintains all new and existing tenants, company files; ensuring they are complete and orderly.
10. Tours property at least twice a week to assure residents of management presence, ensure tenants are maintaining the provisions of the residential lease agreements, and to monitor the overall appearance of the property.
11. Initiates "Notices of Violation" to tenants that have violated provisions of the residential lease agreement.
12. Performs required re-inspections to ensure all violations are corrected in a timely manner.
13. Distributes rent receipts, collects rent, Security deposits, Propane deposits, and propane billing for submittal to SIRCO accounting staff to facilitate smooth accounting procedures and maintains associated reports and spreadsheets.

447-150 Lassen Avenue PO Box 312 Herlong, California 96113

Phone (530) 387-5088 Fax (530) 302-3603



14. Investigates and resolves tenant complaints and maintains a daily manager's log.
15. Maintains the housing software program by entering all required information as it relates to work orders, payments, deposits, tenant notes, etc.
16. Submit maintenance work orders for service.
17. Coordinate with the Maintenance Manager to conduct annual unit inspections and ensure the facilities remain safe, healthy, and well maintained.
18. Conducts unit checkouts. Meets with tenants one month to one week prior to vacating unit to review expectations and cleaning procedures. Coordinates with Maintenance Manager to assess any charges upon checkout.
19. Provides SIRCO Accounting department, within two weeks after the tenant has vacated the premises, a copy of the software adjustments showing the necessary charges/credits from the security/propane/pet deposits, Ledger report for the month, any check requisitions for payment to utility company final billing, and final determination of the deposits-need to issue refund or pursue collection.
20. Coordinates with utility company to ensure that the final billing is paid in full. Deduct from Security Deposit and issues check straight to utility company.
21. Coordinates with SIRCO accounting to ensure that any remaining portions of tenant's deposits have been returned to tenant within three weeks of tenant vacate date. Keeps record of tenant refund information.
22. Prepares and issues delinquency notices. Makes intent collection phone calls.
23. Contacts attorney for advice and preparation of 3-day notices, eviction notices, etc. for tenants that are behind on their rent and appear in eviction proceedings.
24. Performs move out inspections in conjunction with Maintenance Manager to determine the condition of the unit and assists in determining the amount of security deposit is owed to or by the departing tenant.
25. Keeps property vacancy loss to a minimum by processing multiple applicants simultaneously upon receipt of notice of intent to move by current tenant.
26. Show vacant units and apply approved marketing strategies to reduce vacancy loss.
27. Attends training as needed and informational meetings. May require overnight stays out of town.
28. Coordinates with SIRCO staff in submitting requested information for audits and inspections.
29. Represents SIRCO PM at community functions as needed.
30. Contributes to the team effort by participating in SIRCO improvement goals and standards.
31. Other duties as assigned.



### **MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent.
2. Three years of experience in the multi-family housing industry or equivalent combination of industry specific education and experience.
3. Two years of experience in a management role.
4. Strong financial, organizational, analytical and decision-making skills.
5. Proficient in Excel, Word, Google applications
6. Working knowledge of social media and online presence.
7. Excellent customer services, communication, management, and people skills.

### **PREFERENCE POLICY:**

1<sup>st</sup> Preference: Tribal Member Preference

2<sup>nd</sup> Preference will be given to Native Americans (42 CFR 36.221)

3<sup>rd</sup> Preference: Documented proof of Veteran's status, i.e. DD-214 or Veteran's Benefits Card

### **HOW TO APPLY AND APPLICATION REQUIREMENTS**

All applicants are required to submit a completed application. Applications can be found on our website at: [WWW.SIRCORPORATION.COM](http://WWW.SIRCORPORATION.COM).

Only **complete** applications will be considered. For your application packet to be considered complete you must attach the following documents:

1. Completed SIRCO Application
2. Copy of your High School Diploma OR transcripts documenting your graduation
3. Copy of your valid Driver's License
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference
6. Copy of DD-214 or other proof of Veteran status, if claiming Veteran Preference

Complete applications can be mailed to or dropped off in person at SIRCO located at 447-160 Lassen Ave., Herlong, CA 96113, Monday through Friday from 8:30am to 4:30pm. They may also be emailed to [mbeckstead@sircorporation.com](mailto:mbeckstead@sircorporation.com) or faxed to (530) 212-3746 NOTE: All applications must be **received** no later than **4:30pm** Pacific Standard Time on the cut-off date listed on the announcement.