

Co-op Coalition Survey: On-Site Manager Job Description (10-2023)

Sent: Thursday, September 21, 2023 at 11:38:00 AM EDT

Subject: CO-OP SURVEY - ON-SITE MANAGER JOB DESCRIPTION (REP) (DUE10-12)

A Coalition member requests the job description of other cooperative's on-site manager. Thanks in advance for helping another Coalition member. The options for sharing this information follow:

1. If you are willing, please send a copy of the on-site manager's job description as a Microsoft Word attachment to your response. If you wish your cooperative's identify to remain private, please redact identifying information.
2. If you prefer not to send the job description, but instead would be willing to be contacted directly by the requesting Coalition member to arrange to provide the job description, please send the name of the individual to be contacted with email and/or phone information . This information will be shared with the survey requestor but will not be included in the survey report.
3. Since this survey has the potential to produce numerous and long attachments, any survey respondents who wish to receive the job descriptions shared by other Coalition members should request the job descriptions that are offered. I will respond to requests.

Note: I will be out of town until October 11. Therefore, I am providing a three-week period for responses.

Best regards,

Janet Sten, Director

DC Cooperative Housing Coalition

www.CoopsDC.org

100 years of co-ops in DC!

Buy our book -- Washington DC Housing Co-ops a History https://www.amazon.com/s?k=Washington+DC+Co-ops+A+History&i=stripbooks&ref=nb_sb_noss

View our video-- 100 years in 15-minutes: <https://youtu.be/W1wcBu3F8vY>

Serving the District's cooperative housing community since 1984

14 co-ops responded.

You are receiving this email blind-copied to protect your privacy.

<30 units	Our cooperative does not have an on site manager. We have a resident custodian.
<30 units	Thank you for collecting this information. We would be interested to see the job descriptions also. Note: The Job descriptions will be provided separately to those who have requested them.
<30 units)	This one's easy. We don't have a resident manager.
30-60 units	Our cooperative is relatively small and does not have an on-site manager.
30-60 units	Our building does not have an on-site manager. We have a front desk attendant and a part-time custodian and I can provide those job descriptions upon request. Note: Respond to this report if you wish to contact the cooperative that offers PDs for Front Desk Attendant and Part-Time Custodian.
30-60 units	Attached is the job description for our cooperative's manager. I would prefer this not be attributed to us, but it worked well for us in getting a good manager on short notice. Note: The Job descriptions will be provided separately to those who have requested them.
30-60 units	Not applicable. No on-site management
30-60 units	Our co-op has no on-site manager position. Our property manager is on site once a week and will either schedule things like contractor estimate visits then, or these will be handled by a board member during the week. Most often the board handles any required contractor on site interaction, but much of the time, we do not need to meet regular contractors.
30-60 units)	We are in the process of rewriting ours- please see attached our Position Description and an Outline of Responsibilities. Note: The Job descriptions will be provided separately to those who have requested them.
100-200 units	Feel free to review this. It's generic and applies to more than one property. Note: The Job descriptions will be provided separately to those who have requested them.
100-200 units	Here are a few samples. Note: The Job descriptions will be provided separately to those who have requested them.
100-200 units	A copy of the on0site manager's PD is attached. Note: The Job descriptions will be provided separately to those who have requested them.

>300 units	Here you go! Note: The Job descriptions will be provided separately to those who have requested them.
>300 units	Job description attached Note: The Job descriptions will be provided separately to those who have requested them.