

JOB DESCRIPTION

Job Title: **Property Manager** Reports To: **Regional Property Manager** Salary Range: \$60,672.00 - \$66,188.00

FLSA Status:

Department: Property Management Full-time/Exempt

SUMMARY:

The role of the Property Manager is to work independently to manage and resolve all site management-related issues. The Property Manager should be familiar with housing management, budgeting, housing agency regulations related technology, and have a commitment to community building. The Property Manager is a full-time exempt position and works a 35-hour workweek, Monday through Friday 9:00 a.m. to 5:00 p.m., which will require some travel. Evening and weekend work may be required as job duties demand.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Participate in the development of annual operating budgets.
- 2. Monitor expenses to ensure spending is within the budget.
- 3. Submit all requests for invoice payment by utilizing the company's procurement system.
- 4. Ensure the timely submission of all monthly reports.
- 5. Ensure occupancy, turnover, and collection rate goals by working closely with the Finance, Compliance, Waitlist, Operations, and Maintenance departments and assist in the implementation of processes and remedies to meet such goals.
- 6. Responsible for reporting vacancy/occupancy rates; maintains occupancy above 95%.
- 7. Responsible for collecting rent: maintain rent collection rates of 97%.
- 8. Monitor delinguent tenant accounts and pursue collections in accordance with established procedures.
- Maintain tenant files and related documentation in accordance with company policies, HUD, investors, and LIHTC compliance.
- 10. Responsible for lease enforcement in accordance with state laws.
- 11. Responsible for new resident orientations.
- 12. Responsible for the accuracy of the rent roll and ensuring all accounting is current.
- 13. Walks the property regularly to inspect for cleanliness and curb appeal.
- 14. Conduct regular apartment inspections and address any concerns with the appropriate department.
- 15. Monitor and ensure execution of all aspects of site safety.
- 16. Facilitate any necessary evictions directly with legal counsel.
- 17. Responsible for representing 360 Management to the public and collaboratively developing a partnership with local public officials, local businesses, and agencies.



- 18. Cooperate with internal and external key partners such as funding agencies, public housing authorities, supportive service providers, state agencies, and tenant association members to provide the necessary level of benefits, empowerment, and support services for residents at each site.
- 19. Meet with the Residents Service Coordinator or other social services providers as needed to establish actions plans for residents who are delinquent with rent payments and/or require other supportive services.
- 20. Foster a positive, active, and collaborative relationship with residents and coworkers.
- 21. Support the effort of the Tenant Resources Committee.
- 22. Responsible for managing and supervising the Assistant Property Manager including but not limited to, managing workflow, training, evaluating performance and providing feedback, resolving issues and conflict in accordance with company policy.
- 23. Be available on-call during emergencies.
- 24. Perform special assignments as needed or as requested by the Director of Property Management or other leadership of the organization.
- 25. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated knowledge with housing management, budgeting, housing agency regulations and if applicable, the Low-Income Housing Tax Credit Program (LIHTC), HUD, and/or Public Housing program.
- Must possess a high level of organizational skills, management skills, and attention to detail.
- Must have the ability to multi-task.
- Proficient with Microsoft Office Suite and Elite or similar software.
- Possess knowledge of basic safety practices and procedures.
- Excellent verbal and written communication skills.
- Ability to be tactful and courteous in all interactions.
- Demonstrated ability to work as a critical member of a team that is committed to empowering stronger communities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Must be able to remain at a desk for a period of up to 8 hours.
- Regularly work a 35-hour workweek.
- Fast-paced working environment.
- Travel between locations required.



EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent required and five (5) years of experience in affordable housing and tax credit programs preferred.
- Tax Credit Specialist (TCS) certification and Certified Manager of Housing (CMH) required or ability to obtain within one (1) year of hire.
- Valid driver's license and reliable transportation required.