



ASSISTANT PROPERTY MANAGER JOB DESCRIPTION

General Summary

The Assistant Property Manager provides operational support to the Property Manager in the daily management of the property.

Major Duties

1. Assists the Property Manager in all daily operations as needed and provides general clerical support to the Property Manager.
2. Markets the property as directed.
3. Accepts and processes applications and keeps vacancies as low as possible.
4. Assists with the completion of interim and annual recertifications including the calculation of the file.
5. Maintains organized resident and applicant files at all times to remain in compliance.
6. Assists with conducting annual, move-out and move-in unit inspections.
7. Provides support and guidance to residents and manages resident grievances.
8. Processes accounts payable weekly for Property Manager's approval.
9. Monitors and processes rent collections.
10. Implements follow through with delinquent account procedures, including evictions and bad debt write offs.
11. Assists with supervision of Trinity employees and third-party vendors in the absence of the Property Manager.
12. Ensures that property is maintained in a clean, safe and attractive manner at all times.
13. Stays current on industry trends and changes in regulatory regulations.

This Job Description assumes that the property also employs an Administrative Assistant and Recertification Specialist either as Trinity employees or as a third-party vendor. If that is not the case, the Assistant Property Manager is also responsible for all such duties as outlined in the Administrative Assistant and Recertification Specialist Job Descriptions.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

Initial _____



Supervision Exercised

Generally, no supervisory responsibility. Supervisors all property staff and third-party vendors in the absence of the Property Manager.

Supervision Received

Responsible to the Property Manager.

Tools and Equipment Used

Multi-line telephone system, computer, Internet, word and math processing programs, various software programs, copy machine, postage machine, fax machine, calculator and scanner.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

Initial _____



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Accepted by (Print)

Date

Accepted by (Sign)

