



## Property Manager, Bangor , ME

Name: \_\_\_\_\_

Location(s): \_\_\_\_\_

**Classification:** Exempt

### Summary Description

Reporting to the Director of Property Management, performs a variety of professional property management functions including the supervision of on-site personnel and continuous operation of full, clean and safe apartment complexes. Operates within the guidelines of HUD regulations as well as operating consistently with established policies and procedures of Weston Associates Management Co., Inc., and state agencies. Assist the Director of Property Management in the formulation of operating budgets, adherence to budgets, and securing supervisor approval prior to exceeding any single budgetary line item for the assigned properties. Assist in the preparation of rent increase submissions for the assigned properties. Market and rent apartments by taking any and all steps required to achieve full occupancy of apartments consistent within the constraints of the budget. Adhere to HUD, State Agencies and WAMCO waiting list, marketing, affirmative marketing and application processing policies. Adhere to rent collection and 14-day notice procedures; enforce resident compliance to lease provisions and coordinate with finance department and attorneys if necessary. Verify, authorize and submit invoices to the Finance Department in a timely manner, and prepare financial spreadsheets; prepare and submit quarterly affirmative marketing reports; prepare certification/re-certification forms for submittal; prepare and submit accurate HAP requests monthly.

Review and update yearly vendor contracts, terminated contracts, and invitation for renewals with Director of Property Management approval. Establish and maintain up-to-date resident files; conduct resident orientation and resident council meetings; prepare certification/re-certification forms in a timely manner. Solicit bids for goods and services; conduct ongoing, routine inspections of building(s) and grounds; conduct preventative maintenance, annual apartment inspections; and be available for on-call emergencies. Responsible for overseeing security and complying with security procedures for the property; responsible for emergency coverage of the property; report and document any security related incidents immediately to the Director of Property Management or VP of Operations in their absence. Hire, supervise and discharge office and maintenance personnel consistent with established policies and approved budgets; perform staff evaluations in a thorough and timely manner; perform required reference checks and pre-screening of prospective new employees in accordance with Company policy. Conduct management/staff meetings. Communicate any human resource issues and insurance claims/incidents with the Human Resources Manager and the VP of Operations.

### Employment Standards

*Education/Experience:* Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Possession of a bachelor’s degree in management for business administration, real estate or related field from an accredited college or university; and
2. Two (2) year’s professional property management experience.

*Knowledge:* Principles, practices, and methods of management, property management/administration, financial administration; budget preparation; awareness of Federal, State and City guidelines; ability to keep abreast of all HUD regulations regarding subsidy programs as well as any other pertinent rules or regulations.

*Skill:* Proven supervisory, organizational and communication skills required, self-starter with initiative and ability to follow through on assignments; work independently from general instructions; communicate clearly and concisely orally and in writing; ability to train and develop staff, proficient in Word, Excel, and Outlook. Ability to deal effectively with residents including attendance at resident meetings, community organizations, HUD/ Agencies, government officials, etc.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.