

Property Manager

Name: _____ Location(s): _____ Classification: Exempt

Summary Description

Performs a variety of professional property management functions, including the supervision of on-site personnel and ensures the continuous operation of fully occupied, clean and safe apartment communities. 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. Assists in the formulation of operating budgets, adherence to budgets, and secures supervisor approval prior to exceeding any single budgetary line item. Assists in the preparation of rent increase submissions. Markets and rents apartments by taking any and all steps required to achieve full occupancy of apartments consistent within the constraints of the budget. Adheres to HUD, State Agencies and WAMCO waiting list, marketing, affirmative marketing and application processing policies. Adheres to rent collection and 14-day notice procedures; enforces resident compliance to lease provisions and coordinates with corporate and attorneys if necessary. Verifies, authorizes and submits invoices according to policy and works with the Finance Department to ensure they are processed in a timely manner. Also reviews monthly financials and prepares budget variance reports. Prepares and submits quarterly affirmative marketing reports; prepares certification/re-certification forms for submittal; prepares and submits accurate HAP requests monthly.

Responsible for the overall upkeep of the property. As the property has recently undergone a major rehabilitation, diligent monitoring of every aspect of each building must be undertaken. The property manager is required to walk the property daily in order that issues needing attention are identified and addressed immediately. As the property is categorized as one of our "premier" locations, it is imperative that inspection of the grounds is routine and excellent curb appeal is maintained. Reviews and updates yearly vendor contracts, terminated contracts, and invitations for renewals requiring Manager Approval. Establishes and maintains up-to-date resident files; conducts resident orientation and resident council meetings; prepares certification/re-certification forms in a timely manner. Solicits bids for goods and services; conducts preventative maintenance, annual apartment inspections; and is available for on-call emergencies. Responsible for overseeing security and complying with security procedures for the property; responsible for emergency coverage of the property; reports and documents any security related incidents immediately to the Director of Property Management. Hires, supervises and discharges office and maintenance personnel consistent with established policies and approved budgets; performs staff evaluations in a thorough and timely manner; performs required reference checks and pre-screening of prospective new employees in accordance with Company policy. Conducts management/staff meetings. Communicate any human resource issues and insurance claims/incidents with the Human Resources Manager and the Director of Property Management.

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.

Please have the resumes sent to: HR@waboston.com