

Name: _____ Location(s): _____

Classification: **Exempt**

Summary Description

Reporting to the Director of Property Management, the Senior Regional Property Manager performs a variety of professional and management functions for the properties within the assigned portfolio; including the supervision of on-site personnel, programmatic compliance, fiscal management and continuous operation of fully occupied, clean and safe apartment communities. The Senior Regional Property Manager will operate within the guidelines of applicable regulations as well as the established policies and procedures of Weston Associates Management Co., Inc.

The Senior Regional Property Manager will ensure that the properties are in compliance with HUD, US Treasury, State/Municipal Housing Finance Agencies governmental regulatory programs and company policies and procedures. Continually seek to learn the latest developments in these agencies standards and expectations. Conduct ongoing, routine inspections of building(s) and grounds. Audit files on a routine basis. Proactively address any areas of opportunity in advance on an ongoing basis. Check the wait list regularly and make sure that site teams are continually prepared for any unexpected vacancies. Take responsibility for overall appearance of the property including curb appeal both in the interior and exterior of every building in the portfolio. Launch marketing initiatives when needed. Ensure that up-to-date resident files are established and maintained; resident orientation and resident meetings are conducted; certifications are completed in a timely manner. Prepare the site for and attend all third party site inspections on the properties. Ensure that properties adhere to waiting list, marketing, application, rent collection and Drug Free Housing policies. Enforce resident compliance with lease provisions, review and monitor all legal cases and coordinate with the corporate office and attorneys if necessary.

The Senior Regional Property Manager will also be responsible for the monitoring of the fiscal health and affairs of the properties and to ensure that the assigned properties meet their operating objectives. Formulation of and adherence to annual operating and capital budgets. Preparation and submission of financial and quarterly reports as required. Negotiate bids and contracts for the properties and issue requests for proposals (RFP's) and requests for information (RFI's) in conjunction with the Director of Property Management when necessary. Implementation and adherence to the preventative maintenance plans for the assigned properties.

The Senior Regional Property Manager will be responsible for the overall engagement of the team that they oversee and will build bench strength by training and cross training each department including the maintenance department regularly about operations systems, policies and procedures. Communicate with upper management as well as each member of the team including Accounting and corporate management.

Hire, supervise and discharge office and maintenance personnel consistent with established policies and approved budgets; perform staff evaluations in a thorough and timely manner. Conduct training and orientation of new hires as well as routine staff meetings. Communicate any personnel issues/concerns with Human Resources 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. Five (5) year's professional property management experience in a supervisory role.

WESTON

ASSOCIATES

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 industry updates and or regulations 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 MS Office. Ability to deal effectively with residents, industry professionals, community organizations, HUD, US Treasury, State/Municipal Housing Finance Agencies staff, and elected government officials.

Employee Name: _____ Date: _____

Manager: _____ 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