

## **Property Manager-Large Site**

(More than 150 apartment homes)

**General Statement of Duties:** Works independently to manage and resolve all site management related issues. This individual should be familiar with housing management, budgeting, housing agency regulations related terminology and have a commitment to community building. Further, this individual must have the demonstrated capacity to work as an active member of a team comprised of on-site and off-site human service providers as well as an active resident community, to participate in joint decision-making processes and to balance competing objectives.

**Supervision Received:** Reports to Regional Vice President, Beacon Residential Management

**Supervision Exercised:** Manages direct reports as assigned.

**Essential Functions of the Position:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

1. Manages financial operations of the site following company and government agency rules, regulations and guidelines.
2. Represents Beacon Communities to the public and collaboratively develops a partnership with local public officials, local businesses and agencies.
3. Manages the rental program utilizing forms, documents, and computer programs following company, HUD, and LIHTC, and/or Public Housing guidelines to assure eligibility for continued occupancy.
4. Oversees building, grounds maintenance and security of property and follows company and HUD rules, regulations and guidelines to ensure grounds and units are properly maintained.
5. Fosters a positive, active and collaborative relationship with residents and coordinates residents' services for units.
6. Manages staff and oversees hiring, termination, status changes and performance management decisions.
7. Performs site inspections to update files for continued housing occupancy following company, HUD, and LIHTC rules and regulations, policies and procedures.
8. Oversees or conducts and coordinates all marketing activities to promote the property.

## **Minimum Qualifications**

**Education:** Bachelor's degree in related field (Business Administration, Real Estate or Public

Administration preferable), or equivalent knowledge or experience.

**Experience:** Three years of related work experience. CPHM (Certified Public Housing Manager), LIHTC (Low Income Housing Tax Credit ) or CPM (Certified Property Manager) certification preferable. Experience as a manager or assistant manager of a public or private apartment/condo complex with responsibilities for leasing/admission, maintenance, management of administrative, maintenance or contract employees, or an equivalent combination of education and experience.

**Qualifications, Abilities and Skills:** Must be familiar with housing management, budgeting, housing agency regulations and if applicable, the Low Income Housing Tax Credit Program, HUD, and/or Public Housing program. The candidate must possess strong organizational and management skills and the demonstrated ability to work as a critical member of a team that is committed to building strong communities. Proficient with Microsoft Word and Excel. Yardi proficiency preferred. Excellent verbal and written communication skills. Self-motivated, flexible, and detail oriented. Ability to interact effectively with persons of all ethnic and educational backgrounds to include listening, sensitivity to other's feelings, needs and point of view. Tact and courtesy in all interactions.

**Working Conditions:** Ability to physically inspect the property in its entirety to include walking/climbing stairs, and ability to withstand all weather conditions. Must respond to 'after hours' emergencies.

**Special Requirements:** Must possess and maintain a vehicle and valid driver's license with an insurable driving record history to obtain and maintain employment

**Beacon Core Competencies required for all positions:**

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adapability/Flexibility.

**Beacon Management Competencies required for all Management positions:**

Decision-Making/Judgement, Communication, Budgets/Cost Control, Managing for Results, People Development.

**Property Manager (Large Site) Functional Job Competencies required:**

Job Knowledge, Problem Solving/Analysis, Interpersonal Skills, Computer Skills, Hiring.