



**Job Title:** Property Manager  
**Reports To:** District Manager  
**Revised:** 06/10/2009

## *Job Description*

### **Summary**

Manages apartment community or development for owners or property management company by performing the following duties personally or through subordinate supervisors.

### **Essential Duties and Responsibilities**

Manage the day to day operations of an apartment community to maximize the net operating income.

Ensure maximum occupancy, rental revenue, collections and prudent expense control.

Hire, Train, Direct, Motivate, and Retain Property Staff to include Assistant Property Managers, Leasing and Administrative Personnel, and Property Maintenance Personnel as needed and approved.

Create & Maintain a positive work environment and atmosphere to promote team building and cultivate Homestead America pride and mentorship in developing team and vendor relationships.

Record and account for all rental revenue and expenditures per data entry as required

Promote and implement effective property management techniques and programs to achieve a maximum level of NOI through a high level of Customer Service, Occupancy, Rent Collection, and Prudent Expense Control.

Implement the Policies and Procedures of Homestead America in the operation of and accounting for property operations.

Generate and implement an ongoing action plan with goals and objectives to meet or exceed the budgeted NOI for the property.

Report, recommend and/or initiate improvements to the physical assets of the property as established by approval levels and budgets.

Analyze and report changes and trends within the marketplace to ensure appropriate market rental rates.

Prepare, review, and analyze property operating budgets monthly. Audit and analyze property income and expense documents and reports to ensure proper and effective operations.

Communicate and negotiate with contractors, suppliers and vendors.

## **Essential Duties and Responsibilities (continued)**

Report and document property performance as required.

Manage themselves and the property with integrity and established Real Estate Management Ethics.

Perform or ensure performance of all leasing, renewal and promotional activities.

Ensure friendly, prompt and professional service to all visitors, customers and vendors of the property.

Analyze market trends within a 5-mile radius of the site.

Prepare and Manage resident retention programs.

All other duties as assigned.

## **Supervisory Responsibilities**

Manages 1-8 employees in the Maintenance Department as well as the Rental Office. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training associates; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess word processing, on site management, and basic spreadsheet program skills. Must be available two evenings and weekends as needed.

## **Education and/or Experience**

Associate's degree (A.A.) or equivalent from a two-year college or technical school plus one year related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations**

Current driver's license.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, bend, stoop, kneel, crouch, or crawl. The use of hands to finger, handle or feel; reaching with hands and arms; and taste or smell; are routine task. The employee must occasionally lift and or move up to 20 pounds from floor to waist, from floor to chest and from waist overhead. Since our properties have multiple stories, being able to climb 3 flights of stairs consecutively is also an essential job function. Specific vision abilities required by this job include 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. 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 exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical objects. The noise level in the work environment is usually quiet.