

Property Management - Site Manager

Summary of position: Process leases, collect rent, verify income, and maintain wait list, ensure compliance with LIHTC, RD and Section 8, confirm status of maintenance repairs and tenant satisfaction.

Supervisor: Properties Supervisor or designee

Education/Qualifications:

- Associate degree in Property or Management or related field from a two-year college or technical school and three (3) to six (6) months of experience (equivalent combination of education and experience will be considered) preferred.
- High School Diploma or GED with Property Management certification(s) and at least 1 year's relevant experience required.
- ***Required Tax Credit Designation OR willing to obtain within 6 months of hire.***
- Perform basic file management in Microsoft WORD and EXCEL.
- Valid driver's license, reliable mode of transportation during scheduled work hours and acceptable driving record with auto insurance coverage per agency policy.

Key Job Functions:

- Screen all rental applicants and conduct interviews with; ensure that all applicants meet qualifications and are certified.
- Prepare leases, review with tenants, and secure signatures.
- Collect security deposit payment as per agreement with tenant.
- Remain attentive to "on time" rent payments from tenants.
- Maintain a wait list of potential tenants.
- Coordinate tenant moves and three-day turnover with maintenance staff
- Conduct annual recertification of tenants, with emphasis on eligibility criteria, i.e., LIHTC, RD and Section 8.
- In collaboration with the Director of Property Management, market and advertise the available units, while keeping within specific management agreements.
- Perform clerical responsibilities i.e., mail applications, telephones, maintain an organized work environment
- Become a community expert and the conveniences it provides; learn the school districts and area points of interest, entertainment, restaurants, and outdoor recreation.
- Collect and reconcile laundry money.
- Maintain and update all records associated with the properties in an accurate and timely manner.
- Comply with all funder recordkeeping and reporting requirements.
- Persistently identify items and issues at the property that need maintenance and/or repair, refer these items/ issues to the attention of the Maintenance staff.
- Assist in budget preparation as requested.
- Responsible for maintaining the properties to ensure the health and safety of all.
- Responsible for reporting any unsafe/unsanitary conditions to the Director of Property Management or designee
- Prepare reports and forms that are required by Rural Development, DHCR, and LIHTC on schedule.
- Meet and maintain full compliance with all funding regulations.

Arbor Housing and Development Expectations:

- Report on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact the Director of Property Management, PM Properties Supervisor or designee immediately.
- Adhere to AHD Personnel Policy Manual as it pertains to Employee/Client boundary policy and procedure.
- Effectively discharge the key job functions of your job in accordance with Property Management regulation, procedures and protocol, MSDS, Personnel Policy Manual, AHD Code of Conduct.
- Support a Non-Discrimination/Anti-Harassment/Sexual Harassment free work environment.
- Foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual.

Physical Demands / Environment

- Continuous mental and visual attention required
- Frequently lift, move, carry, push, or pull up to 25 pounds
- Frequent physical activity includes bending and reaching, standing, and walking.
- Using fingers to handle or feel; reach with hands and arms.
- Frequently climb stairs and ladders; balance; stoop; kneel; and crouch.
- Professional Office Setting

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

JD: Site Manager / 05-15-2012, 01-24-2014, 05-2020, 10-2023