



HOUSING AUTHORITY

of the City of Beaumont, Texas

JOB DESCRIPTION

JOB TITLE	Property Manager	Date of Last Modification	07/2016
Department	Property Services		
Reports To	Area Manager		
Supervises	Assigned office and maintenance staff		
Salary Range			

Work Schedule	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time
Status	<input checked="" type="checkbox"/> Regular Position	<input type="checkbox"/> Temporary Position
Wage and Hour Laws Status	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Union Status	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union

GENERAL SUMMARY: *Summary of major reasons job exists.*

The Property Manager helps the investment property owner in preserving and increasing the value of their real estate investment. They manage the day-to-day financial operations of the property, including finding and placing qualified tenants, and they ensure the property is in good working order.

DUTIES AND RESPONSIBILITIES: *Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned.*

Marketing – keeps properties occupied with qualified tenants through advertising, lead follow up, property showing for prospective tenants.

Tenant Relations – prepares rental agreements, selects qualified tenants, collects deposits and rents, enforces terms of rental agreements, resolves tenant complaints, oversees eviction proceedings if necessary.

Facilities Management – schedules maintenance and repairs, regularly inspects property to ensure it is in good working order, quickly resolves emergency maintenance issues.

Financial Reporting – keeps financial records from property operations, creates monthly financial reports for property owner.

Owner Relations – keeps open dialogue with property owner on vacancies, tenants, physical condition of property, financial issues.

Education/Experience

- High school diploma/equivalent; college degree preferred.
- Certified Apartment Manager (CAM) or Accredited Resident Manager (ARM) preferred.
- Position requires 2 years experience in on-site property management, and/or an equivalent combination of experience and/or education.

SKILL SET REQUIREMENTS: *Knowledge, skills, and abilities normally required for competent performance in the job.*

- Strong interpersonal and business communication skills.
- High level of organization and attention to detail.
- Competence in personal computer skills, keyboard, internet search, math, Microsoft Office Suite including Word, Excel and Outlook as well as company software applications.
- Knowledge of financial reporting.
- Familiar with applicable local, state and federal laws.
- Be able to work evenings and weekends for staffing needs and emergencies.
- Present self in a neat, clean and professional manner at all times throughout the workday and/or whenever present at the property.
- Comply with expectations as demonstrated in the Employee Handbook.
- Successfully pass a drug test.
- Successfully pass a background check.

Additional Requirements

Attendance is imperative.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook or otherwise communicated (verbally or writing) to employees.

SUPERVISION GIVEN AND RECEIVED

The employee receives direction and guidance from the Area Manager. The employee supervises all office and maintenance staff.

COMPLEXITY/SCOPE AND EFFECT

The employee performs routine duties by established Authority policies and procedures and other guidelines such as state regulations. Methods for accomplishing routine work are at the discretion of the employee, subject to existing practices and procedures. When unusual situations arise, the employee may request guidance from the supervisor.

PERSONAL CONTACT

The employee's personal contacts are with residents, other employees and with outside sources. The purpose of such contacts is to (1) give, obtain or clarify information; (2) resolve problems; and (3) provide assistance to residents and other company personnel. Conditions under which contact occur can range from normal to stressful in an emergency situation.

PHYSICAL DEMANDS

Work is performed in-office and on-site, and involves some physical exertion during visits and inspection of units and developments. Work may entail travel to meetings, conferences, and workshops in other cities. The employee is subject to call after normal working hours in the event of illness, accident, disturbance, police-related activity or death. Attendance at recreational activities after normal working hours is sometimes necessary.

WORK ENVIRONMENT

Work involves the normal risks and discomforts associated with an office environment and visits to outdoor developments, sites, dwellings, or facilities, inspections of structures and confrontations with applicants and residents.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.