



## Internal Posting

**LifeTime Resources Mission Statement:**

*Working together to provide services that help people maintain their independence*

**LifeTime Resources Core Values:**

***Integrity***

***Quality***

***Compassion***

***Cooperation***

**Job Title:**

Property Manager

**Supervisor:**

Housing Manager

**Division:**

Housing

**FLSA Status:**

Exempt

**Position Overview:**

Efficiently and effectively handles day-to-day operations and maintenance duties of the assigned apartment complexes in keeping with *LifeTime* Housing Group's objectives as well as all regulatory requirements.

**Essential Functions:****PROPERTY MANAGEMENT**

- Affirmatively markets all units in the project toward the goal of achieving full occupancy and a waiting list; places advertisements as needed.
- Works effectively with community organizations to garner community support and referrals.
- Provides application to prospective residents and assists with completing it, as needed; shows apartments as needed.
- Maintains waiting list according to management policies and procedures.
- Conducts move ins and move outs; completes all associated tasks.
- Ensures payment of all monthly rental fees; assesses late fees as required by lease; adheres to state and local laws regarding termination of leases and evictions.
- Conducts re-certifications as required by funding within established timeframes; provides assistance as needed; completes all required asset, income and expense verifications; monitors project records and client files to ensure regulations are followed and audits are clean.
- Prepares annual reports and compliance monitoring reports required by equity investors, lenders, tax credit agencies, etc.
- Establishes and carries out notification procedures for emergency situations.

- Participates in the development of the operating budget and adheres to the final budget.
- Conducts semi-annual inspections as part of a preventive maintenance plan.
- Directs and approves work completion by maintenance personnel; completes work orders as required.
- Updates recertification tracking spreadsheet, complaint tracker, and COVID Tracking spreadsheets as required or as necessary.
- Provides input to the Housing Manager on items to be included in the monthly Agency Update and monthly management report.
- Maintains up to date information in Property Management software.
- Establishes and maintains open communication with tenants; provides for tenant input as needed; interacts with tenants with an eye for referrals for assistance, etc.
- Works with tenant volunteers to develop and maintain activities and educational programs of interest to the tenants.
- Works with LifeTime Resources Staff to provide programs and services at the properties, i.e. meal sites, health and wellness programs, educational programs, etc.
- Prepare and distribute upcoming events bi-monthly.
- Backs up other property manager, as needed.
- Works effectively with on-site staff, delegating appropriate tasks and providing effective supervision to assure all tasks are properly completed.
- Attends training in all aspects of property management, including record/file management, resident relations, Federal and State laws, overall project management and other training as deemed necessary. Fair Housing training and acknowledgement of training to be completed annually.

#### ADMINISTRATIVE/GENERAL

- Maintains position manual.
- Adheres to agency policies and procedures.
- Understands, supports and models with professionalism the agency's Mission, Vision and Values.
- Engages in other related activities or special projects as required or assigned.

*The essential functions identified here are a representation of those duties required of this position and in no way are intended to be a complete list.*

#### **Performance Requirements:**

*Knowledge, Skills, Abilities, and Mental Demand:* Computer skills, written and verbal communication; listening skills; interpersonal skills; customer service skills; ability to perform multiple concurrent tasks in an organized manner; reasoning and problem solving skills; ability to work with minimum supervision;

program management skills; supervisory skills; analytical skills; public speaking and presentation skills; networking skills.

*Physical Effort:* Medium Work: Requires some physical exertion of 20-50 pounds; bending, crouching, kneeling, twisting, pushing, pulling, reaching and lifting; ability to climb stairs and independently access all customer homes.

*Working Conditions:* Office environment; customer contact; frequent travel.

*Education, Experience and Training:* High school diploma or equivalent required. Knowledge of or skill acquired through considerable training or 3 to 4 years related experience.