



HERRON PROPERTY MANAGEMENT

Regional Property Manager Job Description

Job Title: Regional Property Manager

Department: Administration

Reports To: CEO

FLSA Status: Exempt (not eligible for overtime)

SUMMARY:

Assists in the development and monitoring of company policies and procedures related to property management; responsible for recruitment, training, development, and supervision of Property Managers, and shares responsibility for maintaining the physical asset and performance of assigned properties. Assists the President and other supervisors with special projects, administrative tasks, and other related work. Travel is required. Reasonable or limited use of your vehicle may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Establishes and coordinates a communication system involving transactions and activities among Property Managers and the Herron Property Management office.

- Assumes responsibility for establishing and maintaining effective communication, coordination, and working relationships with residents, co-workers, owners, management, community leaders, vendors, and service providers
- Hires, trains, supervises, develops, recognizes and terminates the employment of those supervised in accordance with company policies and directives; performs performance evaluations on supervised employees;

- assists Property Managers with site-level employees. Approves all new hires, status changes, and terminations for on-site personnel
- Monitors, assists, and makes recommendations to improve marketing activities; reviews occupancy status; recommends rent schedules
 - Must be knowledgeable and adhere to fair housing laws. Review leasing activities and practices to ensure they meet all applicable fair housing laws
 - Reviews/audits property administrative, accounting, and maintenance areas to ensure compliance with established policies and procedures; approves all exceptions of same
 - Resolves resident relation issues
 - Assists in or develops corrective programs for apartment communities
 - Supervises and coordinates preparation of annual operating and capital budgets. Monitors and makes recommendations on budget performance and prepares quarterly summary report of same
 - Reviews and approves expenditures within specified budgetary guidelines
 - Negotiates and/or evaluates contracts and makes recommendations
 - Establishes/revises property management forms, reports, and manuals including updates, changes, and additions
 - Prepares and conducts meetings; develops and implements property management training programs for all departments
 - Participates in miscellaneous operational matters. Coordinates staffing and office set-up of new communities according to guidelines
 - Completes Property Audit Checklist (PAC) quarterly for all assigned properties in portfolio
 - Manages relationships, both internally and externally exercising appropriate communication and interpersonal skills
 - Prepares, processes and manages the contract renewals for all communities assigned. Ensures approved rents (LIHTC, HUD, voucher increases) are implemented at both the HUD sites and the LIHTC sites in portfolio. Assists in submission of project-based voucher renewals for all communities in current portfolio that requires such submissions
 - With respect to Resident Rights, ensures all residents and staff are treated with respect and dignity. Reports all complaints made by residents and/or families to the appropriate supervisors. Reports all allegations of abuse, misappropriation of funds/property and/or any other corporate compliance items, drug free workplace, safe work practices, all federal, state and local regulations and laws immediately
 - Oversees and implements Herron Property Management's initiatives timely and accurately
 - Completes assigned training in a timely manner
 - Properties operate at or above budgeted Net Operating Income
 - Properties meet all Fair Housing Standards, Waiting List Standards, Qualification and Certification Rules. Maintains Tenant Files in organized manner. MOR score or State Agency Reviews are possible indicators.
 - Yardi scores at or above company standards

- Properties are maintained properly – interior and exterior. REAC score or State Agency Reviews are possible indicators
- Properties meet or exceed Occupancy standards. Reports are submitted in a timely manner
- Ensures that all HUD annual contract renewal packages are completed accurately and submitted timely
- Works with Asset Management to ensure the highest possible rents are implemented at all LIHTC sites assigned
- All responsibilities are carried out in a manner consistent with Herron Property Management's Core Values of Mission, Compassion, Leadership and Professionalism

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- Two years of college or comparable work experience
- Knowledge of apartment property management normally acquired by five years supervisory experience, including two years on-site property management
- Well organized and able to work well independently.
- Able to coordinate well with others and professionally assist others as needed.
- Attentive to detail
- Good communication, comprehension and interpersonal skills
- Working knowledge of Windows, Microsoft Office Suite
- Licensure - Certified Property Manager Designation or candidate status preferred

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 35 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and conditions.

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 individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (70% to 80% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

A Regional Property Manager 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 Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.