

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Property Manager

Reports to: Housing Development Director

Education: High School Diploma or equivalent

Experience Required: Minimum 5 years of property maintenance or related experience

Position is: Exempt, Full-time

Job Summary:

The Property Manager will work closely with the Directors and Program teams to continue to uphold property guidelines and provide further support to families. The position will field phone calls after hours and on weekends as needed. In addition, this position will oversee the Leasing Coordinator, Data Clerk, and the Property Maintenance Technician roles and provide support to maintain the office facilities including but not limited to assisting with various other programs.

Supervision/Evaluations: Leasing Coordinator, Data Clerk, and Property Maintenance Technician

Essential Job Duties

Property Management (80% of time spent)

- Manage and oversight of operations and maintenance of all homes in a safe and habitable manner.
- Manage and oversight of the cleaning, refurbishing and maintenance of all units.
- Manage and oversight of the lease terms, lease signing, recertifications, move in and out of all tenants.
- Manage and oversight of quarterly smoke detector/carbon monoxide inspections in all units.
- Manage vendor relations including all refurbishing and service needs with contractors and vendors for homes.
- Manage the execution of grant projects on the homes and other facilities as requested.
- Follow up with team on property management problems daily, regarding homes and facilities.
- Manage and oversight of proper tracking of receipts and records as required.
- Manage and oversight of property files, including annual income recertification, new tenant leasing packets, CDBG and other Regulatory Agreement requirements.
- Manage and oversight of property management software including all data entry and accurate ledger information.
- Attend HOA hearings on behalf of the company/tenant and resolve maintenance issues related to Notices of Violation from HOAs.
- Oversee accuracy and data collection with Finance team to ensure rent payments are received and recorded correctly.
- Manage and oversight of monthly reports such as rent rolls, delinquencies and vacancy reports.
- Collaborate with Supportive Service Coordinators on client needs to maintain and encourage economic mobility out of affordable housing.
- Collaborate with program teams to ensure efficiency and staying current with new market trends and legal advancements.
- Property Management – conflict resolution, timelines, working closely with supportive services to increase tenant flow, lead team/ inter-team meetings, staying up to date on state laws, state bills, policies and procedures, quality assurance, project implementation.
- Assist Director in preparation and monitoring annual property maintenance budget.
- Assist Director and collaborate with teams in tax exemptions and new property tax filings.
- Assist and support Director with the acquisition of new properties.

Staff Development and Supervision (15% of time spent)

- Provide training, supervision, and guidance to the Leasing Coordinator, Data Clerk, and Property Maintenance Technician.

Special Projects/Other Duties as Assigned: (5% of time spent)

- As assigned by the Executive and Leadership team.

Job Qualifications:

- Must be 18 years or older.
- Ability to work well in a team-oriented environment.
- Flexible schedule to include occasional weekend and unexpected responsibilities.
- Pass background check as required by law.
- Must maintain a valid California Driver’s License with a clean driving record. State Mandated Vehicle Insurance is required.

Salary Requirements:

- Range:
- Phone or monthly phone stipend

Please send resume to Marissa Hall at mhall@families-forward.org. No phone calls please.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Training skills		Required		
Computer Software: Microsoft Office			Required	
Interpersonal/Communication: Strong verbal & written skills		Required		
Clean Driving Record and Ability to Drive FF Vehicles Valid CA Driver’s License State Mandated Vehicle Insurance		Required		

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (**O**ccasionally = 0.5 to 2.0 hours; **F**requently = 2.5 to 4.0 hours; **C**ontinuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car		F	
Operate forklift			
Ride in car		F	
Travel		F	
Use telephone		F	
Type or use PC equipment		F	
Sit at desk	O		
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)		F	
Loud Noise (warehouse, fork trucks, etc.)		F	
Very Loud Noise (heavy equipment, etc.)			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat		F	
Talk		F	
Hear			C
Climb or balance			
Reach with hands or arms		F	
Reach above shoulder level		F	
Stand or walk			C
Use hands to finger/handle/feel		F	
Push/pull		F	
Special Vision Requirement			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			

Work Environment			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			
Other:			

Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
Lifting/Carrying			
Up to 25 lbs.			F
Up to 50 lbs.			F
Up to 100 lbs.			F
More than 100 lbs.	O		
Working Hours			
Physical presence during work hours	O		
Weekends			F
Overtime	O		

 Manager's Approval

 Date

 Human Resource's Approval

 Date