

JDC MANAGEMENT, LLC JOB DESCRIPTION

Position Title:	ASSISTANT PROPERTY MANAGER	
Job Group:	JDC MANAGEMENT, LLC	*FLSA Status: EXEMPT
Department:	PROPERTY MANAGMENT	*Salary Grade: GRADE 2
Supervisor (Title):	PROPERTY MANAGER	*Bonus Eligible: NO
Location (City, State):	VARIES	*Commission Eligible: NO

Position Summary:

The Assistant Property Manager reports directly to the Property Manager or a designated person as assigned by the Director of Property Management and is primarily responsible for the management of his/her apartment community and the overall success of the same.

Essential Duties and Responsibilities:

- Makes sure the office, leasing areas, and model units are clean, ready and open for business
- Keeps apartment leasing as the “top priority”. Follow-ups with qualified prospects and establishes a “date-stamped” wait list if all apartments are leased
- Reviews reports daily (computerized or manual) used to track vacancy, notices, occupancy, etc. to ensure current information is being used and is correct at all times
- Reviews the rental applications for accuracy and make sure all information for income verification according to the LIHTC program is included and that all applicants meet the income requirements as set forth by the local Housing Authority
- Reads and understands the lease agreements to accurately explain the same to the applicants and residents.
- Ensures that all resident files include the necessary forms and documentation according to the strict requirements of the LIHTC program and the local Housing Authority
- Reviews and makes sure all information in the resident files is complete, updated and accurate at all times
- Responsible for recertification of all residents according to the requirements of the LIHTC program. The recertification process should begin 120 days before the actual expiration of the lease agreement and be completed on or before the expiration date to ensure strict compliance with the LIHTC program
- Ensures all work-orders are being processed daily and completed by the maintenance personnel within a 24 to 48 hour period unless there are documented extenuating circumstances that require a longer period for completion that is also reasonable
- Records completed work orders in the One-site system and periodically follow up with the residents to make sure the work was completed to their satisfaction within reason
- Collects and post rents and make daily deposits of the same. Follows through on the policy for delinquent rents and evictions
- Maintains high standards of resident relations ensuring that all residents are treated the same. Abides by the Fair Housing Laws by being consistent
- Supervises all phases of community-sponsored activities for residents working closely with the Director of Resident Services from Humanities Foundation
- Inspects the property on a daily basis to make sure the curb appeal meets the high standards of our company.
- Meets with maintenance staff every morning to review work assignments and the completion of the same. Routinely inspects the maintenance performed to ensure it is quality workmanship and cost efficient
- Schedules market ready work with supervisor to make sure all newly vacated apartments are turned within a 3 to 5 day period
- Recommends physical repairs, replacements, improvements and expenditures, keeping current budget allocations in mind.
- Approves and process all invoices on a daily basis for transmittal to the central office no later than Friday of each week
- Generates required Weekly and Monthly reports ensuring the timeliness and accuracy of the same.
- Accounts for the petty cash fund and make sure the expenses are for company business and are within budget guidelines
- Maintains an updated property inventory for office furniture and equipment, clubhouse and maintenance supplies and equipment
- Performs quarterly unit and file inspections to ensure compliance with the LIHTC program
- Responsible for generating traffic by implementation of marketing programs and advertising to help maintain occupancy of 98% to 100% at all times

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- Ensures market surveys are completed accurately and submitted to the central office on a quarterly basis
- Assist Property Manager with other projects and duties as assigned

Qualifications:

Education and/or Experience:

- High school diploma and a minimum of 2 years' experience in Property Management

Requirements:

- Must be a self-starter with the ability to work independently and with little supervision
- Must demonstrate good time management skills
- Must possess strong planning, organizational and execution skills
- Must have the ability to set goals and meet deadlines
- Must possess excellent customer service skills
- Must demonstrate ownership of assigned responsibilities and ability to get the job done correctly and in a timely manner
- Must possess a proactive and positive team approach to problem resolution
- Must have the ability to establish strong working relationships with co-workers and management
- Must have the ability to establish strong working relationships with co-workers, residents and management
- Ability to communicate effectively with Property Manager, Regional Manager, Director of Property Management, and residents

Supervisory Responsibilities: (Check the appropriate box)

- None.
- Immediate supervision over a unit, section or department where the majority of the time is spent assigning, reviewing, checking work and eliminating ordinary difficulties. Recommends candidates for hiring, termination; prepares and conducts performance appraisals and salary reviews, and applies company policies.
- Direct supervisor of a department, section, unit or group involving responsibility for results in terms of cost, methods and personnel. Full accountability for hiring, discipline and discharge.

Working Conditions and Environment:

Travel:

- No
- Yes

If yes, then what % of travel time is required: 5%

Work Environment (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The work environment is generally favorable. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee may be required to occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.