

MID-PENINSULA HOUSING JOB DESCRIPTION

JOB TITLE: Community Manager
DEPARTMENT: Property Management
SUPERVISOR: Property Manager
FLSA STATUS: Exempt

SUMMARY:

This position oversees all aspects of the building's daily operations, ensuring safe living conditions for all residents and a positive working environment for staff. The position requires an individual who is a good team player, sensitive to residents' needs, and able to respond to crisis situations with calmness. He/she must practice sound personnel and building management practices, display leadership, and be able to thrive in a stressful and active environment.

ESSENTIAL JOB FUNCTIONS:

- Train/supervise staff in all building and emergency procedures, resident rules, record-Keeping, company policies.
- Participate in recruitment, interview and selection process for staff and resident applicants.
- Process necessary paperwork for applications, move-ins, move-outs and certifications.
- Create/manage files for all residents and maintain integrity of applicant waiting list.
- Collect rents, security deposits and makes bank deposits.
- Orient new residents to building site, policies and programs.
- Respond to staff or resident grievances and provide problem resolution assistance.
- Initiate annual/interim recertification process and perform annual/interim inspections as needed.
- Report regularly to supervisor on status of building, program, staff and residents.
- Perform other duties as required for successful operation of building.
- Draft annual budget and monitors monthly financial operations.
- Enforce resident lease and house rules.
- Develop Annual Plan.
- Complete physical site inspections and written reviews.
- Develop resident association and assist with social activities.
- Attend resident or owner meetings.
- Assure employee and resident safety and security within the guidelines of company policy.
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong written/verbal skills
- Ability to work with computers in software, word processing and property management
- Basic accounting skills
- Some college preferred
- 4-5 years property experience
- 3 years supervisory experience
- Stay focused in an active environment
- Independent judgment
- Work after hours or weekends as required including responding to emergencies
- Working knowledge of required building maintenance
- Must have own transportation and valid California drivers license