

## LaCasa Inc. Job Description

**I. Job Title:** Property Manager

**II. Job Relationship:** Report to Vice President of Asset Management

**III. General Description:**

To profitably manage the daily operation of LaCasa's rental properties by incorporating efficiency, integrity, honesty, professionalism and customer satisfaction into assigned responsibilities. Supervise Assistant Property Managers and Maintenance Technicians that are assigned to the properties managed.

**IV. Responsibilities:**

A. Office / Administration Responsibilities

1. Lease vacant units and maintain occupancy at or above budgeted rate.
2. Review and process rental applications in a timely manner. Qualify all applicants in adherence of LaCasa, Inc.'s resident selection guidelines as well as IRC42. Selection and compliance will be processed according to granting source guidelines.
3. Collect rent from residents and record payments. Make bank deposits daily following cash management procedure.
4. Enforce zero delinquency rental policy. Maintain delinquencies below 1% of leased rent potential.
5. Perform move-in / move-out procedure with incoming and outgoing residents.
6. Update, organize and maintain all resident files.
7. Work with team to conduct unit inspections and document work findings.
8. Oversee recertification status to maintain 100% compliance.
9. Show vacant units to prospective residents.
10. Supervise Assistant Property Managers that assist with properties under your management
11. Prepare documents and represent LaCasa for any eviction proceedings at small claims court

**B. Property Maintenance Responsibilities:**

1. Work with property management team to maintain all buildings and grounds in an acceptable manner and in accordance to Capital Improvement budget.
2. Work with maintenance staff to ensure that vacant units are made ready to LaCasa standards and in a timely manner.
3. Supervise maintenance technicians and assign work priorities to maintenance staff.
4. Work with maintenance technicians on schedules, replacement vs. repair decisions, supplies and equipment acquisitions and preventive maintenance programs.

**C. Other**

1. Treat all customers courteously, with dignity and respect
2. Refer residents interested in Home ownership to LaCasa's Home Ownership Center. Assist residents with referrals to other LaCasa services and other service providers.
3. Participate in community and professional meetings and training events as requested by supervisor.
4. Immediately notify supervisor of any personal injury, property damage, etc.
5. Attend LaCasa's annual meeting and other community events and attend team and staff meetings.

**D. Other duties as assigned by supervisor.**

**V. Hours and salary range**

- A. Full time exempt position.
- B. Salary will be established commensurate with the skills and experience of the employee within the LaCasa salary/wage range.

**VI. Job Qualifications**

- A. Experience with property management and related work experience.
- B. Excellent writing, reading and oral communication skills in English. Proficient oral communication skills in Spanish Preferred.
- C. Highly organized with ability to prioritize.
- D. Computer experience and familiarity with word-processing. Experience with Property Management Software (YARDI preferred) or ability to achieve proficiency with YARDI software.
- E. Demonstrated ability to work productively with co-workers, agency representatives, and customers.
- F. Able to keep client information confidential.
- G. Must provide own transportation between job sites.

1/2019