



JOB DESCRIPTION

POSITION TITLE: Area Property Manager
LOCATION: Denver Metro Area
REPORTS TO: Director of Property Management
JOB CLASSIFICATION: Exempt, Full-Time
COMPENSATION: \$70,000 to \$78,000 Annually
CREATED: 04/2023

You will find meaning in your work and go home each day knowing you're making a difference in someone's life. Your skills and your experience can make an impact on Brothers Property Management communities.

JOB SUMMARY:

The Area Property Manager is responsible for the site supervision and overall property management functions of the properties assigned within the Brother's Property Management (BPM) portfolio.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- 1) Coordinates all human resource functions for assigned properties including determination of staffing needs, development of corresponding positions, hiring, supervision, and evaluation of performance of direct employees. Assure that all individuals under their supervision have appropriate training, knowledge, skills and understanding of their duties and responsibilities. Serve as coach, teacher, and mentor for all assigned staff.
- 2) Maximizes stewardship through the development and implementation of operating procedures consistent with BPM goals assuring compliance with operational and financial performance expectations for all properties assigned.
- 3) Responsible for the preparation, implementation, and monitoring of the annual budgets for each property within the assigned properties, capital expenditures, and improvement plans. Assist in securing adequate resources including rent increases annually.
- 4) Responsible for property compliance with all regulatory and legislative requirements, establish and maintain relationships with financial entities, partners, and regulatory agencies, such as the U.S. Department of Housing and Urban Development (HUD), state finance agencies and other applicable entities. Interact as needed, securing approvals as required.
- 5) Responsible for ensuring all property daily operations are occurring as expected by the BPM site operating manual. Including assisting Community Manager with resolving property or resident issues, conducting property inspections and walk-throughs, monitoring leasing software compliance, tenant file compliance and meeting with Community Manager's on a regular basis.



This includes working from sites regularly and during the absence of site staff to ensure operations run smoothly.

- 6) Working directly with Lead Maintenance Tech and/or Maintenance Director to assure Capital Improvements are being completed as budgeted or as needed. Including obtaining bids, walking with contractors, reviewing quality of work. Also working with the Maintenance Director to assure properties assigned are ready for all regulatory inspections.
- 7) Assisting the Director with contract renewals, leasing software issues, property financial or compliances concerns.
- 8) Assisting Director with departmental structure and special projects as assigned.
- 9) Required to travel from property to property regularly within the Denver Metro area.
- 10) Perform any other additional duties as assigned.

COMPETENCIES:

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with vendors and employees at all levels throughout the organization.
- Must be able to follow directions, provide excellent customer service, display respect and professionalism at all times.
- Must be able to work independently or as part of a team when required.
- Attention to detail and sound judgement.
- Physical: Must be able to lift up to 50 pounds, walk up and down stairs, stand, sit, lay for extended periods of time.

Personal: Must be able to follow directions, provide excellent customer service, display respect and professionalism at all times. Must be able to work independently or as part of a team when required.

Equipment: Must be able to manage general office equipment (fax, computer, copier) and mobile phone.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Minimum of 5 years of experience working in the property management industry, with affordable housing experience (project-based section-8, tax-credit, public housing, etc.).
- Hold Certified Occupancy Specialist (COS) certificate or equivalent housing knowledge certificates.
- Experience with Realpage Onsite Leasing and Rents and Onsite Accounting.
- Minimum of 5 years of direct supervisory experience.
- Strong communication skills, problem solving and decision-making ability.



- Must possess advanced technical knowledge of Property Management systems, including financial skills, operational skills, and managerial skills. Must be familiar with and able to interpret federal regulations.
- Must hold a valid state of Colorado driver's license, insurance, and reliable transportation.

PERFERRED QUALIFICATIONS

- 5 YEARS + Tax credit experience designation
- Accredited Residential Manager (ARM), Registered Housing Manager (RHM) or Certified Property Manager (CPM).

BENEFITS:

- 403B with 3% match
- Dental Insurance
- Health Insurance
- Paid time off including vacation, sick and personal leave; plus, paid holidays
- Life Insurance
- Vision Insurance
- Solid working environment



ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature

Date

Employee's Printed Name

