

JOB DESCRIPTION

| Position Title | Department | Reports to |
|---|--|------------------|
| District Manager | Property Management | Regional Manager |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt | 07/01/2015 |

POSITION SUMMARY

Supervise and work with the onsite managers to ensure the optimal operation of the apartment communities in accordance with the policies, procedures and guidelines set by NPMA, Inc. Coordinate information between corporate office and the properties via various forms of communication such as reports, email, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Daily written and oral communication with each property, regional manager and corporate office in regards to general operations.
- Maintain a current "To Do List" for each property and communicate it to everyone.
- On-going property inspections/visits on a weekly basis with on-site manager.
- Conduct property visits with President, COO, Regional Manager and/or Director of Property Management.
- Monthly follow-up on specific projects/major renovations/etc that are underway.
- On a weekly basis review the PSR report in regards to each property's occupancy. Forward report to regional office, discuss and make adjustments accordingly in regards to rental specials and rental rates.
- Make sure that we have a proper supply of ready units at all times via property inspections and PSR reports. Help on-site manager devise a plan of action when required.
- Monthly monitoring of the current advertising/marketing to make sure it is accurate & effective and that we are using it to the maximum. Propose changes for discussion if necessary.
- Complete monthly property income and expense projections around the 10th.
- Monitor the income and expenses. (Delinquency as well)
- Review/make changes on a monthly basis in regards to the property service contracts.
- Hire, praise and discipline on-site managers as required.
- Complete employee salary reviews twice a year.
- Conduct manager meetings every other month.
- Training of new on-site managers and on-going training all of all employees.
- Annual budgeting – (Budget, Assumption Statement and PDE Account).
- PDE Submission to regional manager monthly.
- Update PDE account and annual projection upon request from the corporate office.
- Complete lender/mortgage inspections when due/required.
- Maintain service contract files.

- Monitor vendor insurance file.
- Maintain revenue sharing file for each property.
- Month-end closeout (income/expense, budget track sheet, turnover).
- Comply with all federal and state fair housing regulations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Minimum three to five years of proven work experience in property management or related management field as well as onsite manager experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Must be able to remain at a desk for a period of up to 8 hours. Must be able to walk properties for a period of up to 8 hours. Must have the ability to climb stairs.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.