



# Job Announcement Kentfield Apartments

Job # 12-5823SAC

**Position Title:** Property Manager **Posting Date:** February 21, 2012  
**Property Name and City:** Kentfield Apartments, Stockton  
**Position Type:** Full Time  
**Compensation:** "DOE" - Depending On Experience)

## PROPERTY SUMMARY:

90 unit Tax Credit property. Recently rehabbed. Gated family community.

## SUMMARY OF THE POSITION:

The Property Manager is responsible for successful on-going lease up of affordable apartments and overall daily operations. Duties include implementation of policies, procedures, and programs to maintain a well-managed Community. The successful Property Manager will ensure compliance with all applicable regulatory agencies and federal, state and local laws; will maintain an acceptable and supportive environment for all residents; manage site staff and their duties; and interact with and supervise vendors,.

Must relate well to people, exercise good judgment and discretion in dealing with residents, visitors, vendors, and staff. Required to provide leadership in developing a community and developing staff.

This is an on-site position so a unit is available. Bi-lingual (Spanish) is beneficial but not required.

## DUTIES & RESPONSIBILITIES:

- Hire, supervise, train and evaluates staff necessary to carry out various assignments at the community. Also responsible for employee performance evaluations and improvement plans if needed.
- Develop and manage a waiting list, interviewing and screening prospective residents.
- Prepares, processes and signs leases and rules.
- Identifies appropriate contractors, defines scope of work, and obtains necessary bids.
- Oversees maintenance program consisting of maintenance supervision, inspections and monitoring work orders.
- Processes purchase orders and, and submits for payment.
- Rent collection, receipting, prepares deposits using property management software.
- Writes warning letters and prepares legal notices to residents.
- Submits required reports and maintains records according to company policies.
- Provides documentation, consults with attorney, and participates in required legal proceedings such as eviction proceedings.
- Conducts minimum monthly staff meetings and safety training.



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## QUALIFICATIONS:

- Must have 3 years property management experience with Tax Credit properties.
- Prior experience in managing large multifamily affordable housing complexes.
- Prior experience in managing multiple staff members.
- Excellent problem solving, listening, and deductive reasoning skills.
- Ability to empathize with residents and staff, while still enforcing community rules and company policies.
- Knowledgeable regarding company policies, federal, state, and local laws, Tax Credit policies and compliance protocol and other rules that pertain to residents including fair housing and anti-harassment laws.
- Knowledgeable regarding labor laws and company staff policies, ability to motivate staff.
- Ability to read, write, understand, and communicate effectively. Bi-lingual/bi-literate English/Spanish preferred.
- Demonstrated ability to work effectively with all common Microsoft software applications, and learn property management software and other applications. Knowledge of Boston Post Software a plus.

Send Resumes To: Nancy Hesling, [nhesling@jsco.net](mailto:nhesling@jsco.net)

**No Phone Calls Please**



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