



# Job Announcement – South Bay Regional Office

**Position Title:** Regional Manager **Posting Date:** June 24, 2010

**Property Name and City:** South Bay Regional Office, Scotts Valley

**Position Type:** Full Time

**Compensation:** DOE

## **SUMMARY OF THE POSITION:**

Manages, directs, and implements operation strategies and objectives to ensure the achievement of property and organizational goals; assures compliance with applicable regulatory and funding requirements; ensures that property is fiscally sound; ensures that the physical assets are maintained; maintains an acceptable occupancy level; maintains clean buildings and grounds; recruits, trains, develops and supervises the on-site Property Managers; interacts with vendors, the community at-large, and the residents. Assists the Company with special projects; the development of organizational policies and procedures related to property management and implements these policies and procedures.

## **DUTIES & RESPONSIBILITIES:**

1. Employee Management – Hires, trains, supervises, develops, and terminates employment as needed.
2. Financial Accountability – Meets financial objectives, prepares budgets and other financial worksheets, reviews financial reports, and ensures collection of rents and accuracy of accounting.
3. Regulatory Compliance – Ensures compliance with regulatory agreements, contracts and company policies, conducts file reviews and physical inspections, attends meetings as needed, interacts with sponsors and regulatory agencies, and is responsible for ensuring placement of property insurance.
4. Marketing/Vacancy – Conducts inspections and makes recommendation for improving marketing and leasing effectiveness
5. Physical Condition - Ensures properties are maintained at the highest level and creates short and long range plans for correction of deficiencies and effective and efficiency of maintenance, grounds and housekeeping operations.
6. Resident Relations – Supervises evictions, assists with investigation of complaints, works closely with legal counsel on all legal matters pertaining to properties, and promotes harmonious relations.

## **QUALIFICATIONS:**

### **SKILLS**

- Business and Management Principles - Knowledge of business and management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources. Includes the ability to interpret policy and think globally with an “out of box” perspective to achieve results autonomously.
- Planning & Implementation — Ability to forecast, plan, strategize, prioritize, execute and follow through.
- Problem Anticipation/ Deductive Reasoning — Ability to tell when something is wrong or is likely to go wrong and then apply general rules to specific problems to produce answers that make sense. Uses logic



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and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and considers the relative costs and benefits of potential actions to choose the most appropriate one.

- Written Comprehension and Expression — Ability to read, understand and communicate information and ideas in writing so others will understand.
- Oral Comprehension and Expression — Ability to listen to, comprehend and speak so others can understand ideas and information presented verbally.

## EXPERIENCE

- A minimum of four years of Property Management is needed. Previous experience in planning, scheduling and completing major projects with minimum guidance.
- Demonstrated experience in problem identification, analysis, recommendation of options and development of logical and workable solutions.
- Demonstrated experience in preparing and completing administrative statistical and programmatic studies with comprehensive analysis and sound recommendations.
- Demonstrated ability to support and develop diverse environment.
- At least two years experience in personnel supervision, training, and evaluation.
- Demonstrated proficiency of Microsoft Office programs such as WORD, EXCEL, and OUTLOOK are essential and ability to learn new programs.

**EDUCATION** – Associates Degree or equivalent accredited degree or professional certification. Bachelors of Arts or Science is desirable.

**Send Resumes To:**

Attn: Mari Tustin

Email to: [jscosb@jsco.net](mailto:jscosb@jsco.net)



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