



## **Property Portfolio Supervisor** **Position announcement**

FSLA Status: Exempt, Full-time  
Supervisor: Director of Property Management  
Department: Property Management

### **Organizational Background**

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura, Santa Barbara and Los Angeles Counties. CEDC's core program areas are: the development and construction of multi-family rental housing for very-low, low, and moderate income families; homeownership education, counseling, loan packaging and lending; property management; and community building and neighborhood revitalization.

An industry leader since 1981, CEDC has built 45 affordable housing developments totaling close to 1,700 ownership and rental units. It currently has an ownership interest in 1,121 rental units that it manages. CEDC has an annual operating budget of \$5,800,000 and multiple projects in the early stages of development.

### **Major Job Responsibilities**

Reporting directly to the Director of Property Management, the Property Portfolio Supervisor will assist in the development and monitoring of company policies and procedures related to property management. Responsible for recruitment, training, development, and supervision of Resident Managers, and having a significant focus on ensuring that the physical asset and performance of CEDC properties are managed to the expectations of our investors.

### **Specific duties & Responsibilities include the following, but are not limited to:**

#### **Personnel & Administration:**

- Assists in the update, revision and/or development of forms, reports, and manuals relating to property management issues and operations. Ensures implementation is appropriate and timely.
- Ensure that time sheets and mileage reimbursement requests are completed and submitted as expected.
- Address staff related issues.
- Prepare Resident Manger performance evaluations and performance improvements plans as necessary.
- Ensure human resource policies, procedures and guidance are in accordance with CEDC expectations. Assist with employment decisions.
- Participate in candidate interview panels for vacant Resident Manager positions or other CEDC openings.

*35 years of bringing community HOME*

702 County Square Drive | Ventura, CA 93003  
Tel (805) 659-3791 | Fax (805) 659-3195 | [www.cabrilloedc.org](http://www.cabrilloedc.org)

