



Senior 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; property management; and resident and community services.

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 1,132 rental units that it manages. CEDC has an annual operating budget of \$5,800,000 and multiple projects in the early stages of development.

SUMMARY

Reporting directly to the Director of Property Management and Resident Services, the Senior Property Portfolio Supervisor will have primary responsibility for the full range of activities related to property management; responsible for recruitment, training, development, and supervision of Resident Managers, and primary responsibility for ensuring the physical asset and performance of assigned properties. Assists the Director and other supervisors with special projects and other related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establishes and coordinates a communication system involving transactions and activities between onsite staff and the Corporate Office to ensure appropriate monitoring and control of property issues and operations.
- Hires, trains, supervises, develops, and terminates the employment of those supervised in accordance with company policies and directives; performs timely performance evaluations on supervised employees; assists Property Managers with site-level employees. In consultation with the Director of Property Management and Resident Services, approves all new hires, status changes, and terminations for on-site personnel.
- Monitors, assists, and makes recommendations to improve property operations; reviews occupancy status; recommends rent schedules and prepares rent increase requirements to governing agencies.
- Reviews/audits property administrative, accounting, and maintenance areas to ensure compliance with established policies and procedures; approves all exceptions of same. Oversees the resolution of resident relation issues.

- Inspects the properties a minimum of twice a month to ensure the highest standards are maintained; evaluates effectiveness and efficiency of maintenance, grounds, and housekeeping operations. Conducts periodic inspection of vacant apartments for unit turnovers.
- Assists in or develops corrective programs to ensure physical and fiscal well-being of the Cabrillo home communities.
- Prepares annual operating and capital budgets; monitors budget performance and prepares summary reports of same.
- Reviews and approves expenditures within specified budgetary guidelines. Negotiates and/or evaluates contracts and makes recommendations.
- Assists in the update, revision and/or development of forms, reports, and manuals relating to property management issues and operations. Ensures implementation, as appropriate.
- Prepares and conducts monthly portfolio meetings to include all property personnel.
- Establishes and maintains excellent ongoing working relationships with lenders and regulatory agency personnel. This includes internal units, such as Accounting, Real Estate Development, Resident Services, etc.
- Ensures that regulatory agreements are adhered to and followed.
- Assists in the identification, development and implementation of property management training programs.
- Attends all HUD industry meetings and other regulatory agency meetings as required and appropriate

SUPERVISORY RESPONSIBILITIES

Manages property managers who supervise property staff. Is responsible for the overall direction, coordination, and evaluation of the staff within their portfolio. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Knowledge of apartment property management normally acquired by four years of college or comparable work experience, and a Certified Property Manager (CPM) designation or candidate status within six months of hire.

Minimum of five years' experience as a supervisor of multi-family housing. Experience in generating property budgets. Experience in managing affordable housing developments, including but not limited to Department of Housing and Urban Development (HUD), Low Income Housing Tax Credits (LIHTC), Tax-Exempt Bonds, Rental Housing Construction Program (RHCP), California Housing Rehabilitation Program (CHRP), California Housing Finance Agency (CHFA), United States Department of Agriculture (USDA) and Assisted Housing Program (AHP) properties. Working knowledge of applicable local and federal housing laws including Fair Housing and Landlord and Tenant laws required.

Knowledge of multi-family property management normally acquired by five years of supervisory experience in property management, preferably in an affordable housing management-working environment.

LANGUAGE SKILLS

Advanced ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, government regulations, loan documents, financial reports, regulatory agreements and other legal

documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information to executive management, public groups and officials, and/or boards of directors. Spanish bilingual skills preferred.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages. Ability to analyze financial reports, income statements and perform cost analyses.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current COS or attainment within six months of hire.
- Current tax credit certification or attainment within six months of hire.
- CPM Certification or candidate status
- Must have reliable automobile transportation and a valid California Driver's License and insurance.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

- Knowledge of affordable housing regulations, including but not limited to HUD, Low Income Housing Tax Credits, Tax-Exempt Bonds, RHCP, CHRP, CHFA, and AHP.
- Knowledge of regulatory agreements and ability to interpret same.
- Working knowledge of applicable local and federal housing laws.
- Knowledge of property maintenance, property marketing, and financial aspects of property management.
- Knowledge of basic employment laws as they relate to equal opportunity, hiring, training, promotion, evaluation and termination.
- Strong supervisory, personnel management and organizational skills.
- Ability to delegate and communicate property management policies and procedures.
- Computer literate. Proficient in Word and Excel. Experience with YARDI property management software.
- Excellent communication (verbal and written), problem solving, decision-making, interpersonal and time management skills.
- Ability to work under pressure and successfully meet deadlines.
- Must be able and willing to travel to all company locations to carry out duties and responsibilities associated with the management of property portfolio.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Experience working with diverse groups, i.e., staff, residents, outside contacts.
- Commitment to the companies' goals and philosophy.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. Employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

JOB DESCRIPTION REVISION

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

BENEFITS

Salary is based on experience. Comprehensive benefits package includes medical insurance with choice of HMO or PPO plan, dental, vision, paid time off, paid holidays, and an opportunity to enroll in a 403(b) retirement plan, which includes a discretionary employer contribution.

APPLICATION PROCESS

Qualified candidates should e-mail a letter of qualification, application and resume attention to Human Resources at hr@cabrilloedc.org.

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.