

OPEN RECRUITMENT
Internal Job Announcement
February 12, 2019



Position Title: Area Manager
Supervisor: Director of Property Management
Classifications: Exempt
Closing Date: February 19, 2019

IN-HOUSE APPLICANTS ONLY
To apply for this position, complete the attached Internal Job Application Process.

SUMMARY

To be responsible, under the direction of the Director of Property Management, for overseeing the operation of a group of properties through subordinate personnel, and monitor fiscal and occupancy status for properties through regular reports. The Area Manager is responsible for direct budget preparation, monitoring budgets, preparing reports of activities and fiscal status, monitoring operating practices and procedures and recommending changes to promote efficiency, participating in pre-employment interviews, supervising, evaluating performance and training site personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Monitor collections, collection loss, vacancy reports, court filings, etc. through computer generated and manual reporting systems, conversations, and meetings.
- Provide assistance and direction in the development of the annual budget.
- Monitor budget through monthly reports and provide input regarding status of budget as needed.
- Oversee the development and implementation of marketing plans and strategies in order to promote high levels of occupancy.
- Ensure that residents receive available services by cooperating with service providers to deliver services to residents.
- Oversee schedule for emergency on call responsibility and follow-up on emergencies to ensure proper handling.
- Assist subordinates in handling difficult or complex problems with residents by offering alternatives and working directly with residents as needed.
- Preparation and submission of monthly report detailing the prior month's occupancy and fiscal performance.
- Participate in pre-employment interviews and make hiring recommendations as needed.
- Interpret and apply personnel policies, departmental policies, and other relevant policies and procedures.
- Monitor performance of subordinates through periodic inspections of properties and information reports.
- Review and approve time and leave reports for assigned staff, and approve leave requests.
- Conduct or coordinate training programs for all new employees, and periodic training for other employees.
- Coordinate staffing to assure that all properties are adequately staffed.
- Prepare and review performance appraisals and discuss with subordinates as appropriate.
- Counsel employees regarding job performance and document in accordance with procedures.
- Recommend disciplinary action as needed.
- Conduct periodic staff meetings.
- Monitor and analyze the effectiveness of policies and procedures, and prepare revisions and recommend changes as needed



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.

JOB COMPETENCIES

- Knowledge of standard industry practices in property management.
- Knowledge of Section 42 Tax Credit, HUD Affordable Programs and compliance.
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Basic knowledge of building maintenance, fire prevention and liability reduction principles.
- Knowledge of basic office practices, procedures, and equipment.
- Knowledge of the principles of management and supervision.
- Knowledge of the operation of the OneSite Operating Platform and Microsoft Office.
- Knowledge of the agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
- Knowledge of Basic English in order to communicate verbally and in writing; bilingual preferred.
- Knowledge of mathematics sufficient to perform calculations required for summarizing rent collections, making deposits, rent adjustments, budgeting, and interpretation of financial reports
- Ability to read and interpret policies and guidelines in order to make sound decisions.
- Ability to prepare clear concise reports and make appropriate recommendations within scope of responsibility.
- Ability to use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate effectively both verbally and in writing.
- Ability to generate records, receipts, and reports efficiently using a calculator and the computer system.
- Ability to establish and maintain effective working relationships with owners, peers, superiors, residents, community service agencies, and the public.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Skilled in analyzing situations in order to identify problems and offer possible solutions.
- Skilled in communicating with all types of people in a wide variety of situations.

EDUCATION AND/OR EXPERIENCE:

High School education or equivalent, prefer education beyond high school. Minimum 3-5 years' experience as an Area Manager or Regional Supervisor with additional experience at the property level. Industry recognized training, certifications, or credentials such as ARM, CAM, CAPS, COS, or HCCP desirable.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

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.

The employee's job is intermittently sedentary, but, requires mobility (i.e. climbing stairs) to visit and inspect properties and units. Will use some repetitive motion of hand-wrist in using computers. Must have normal range of vision to complete paperwork and review documentation; hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis.

Work involves the normal risks or discomforts associated with an office environment, and those associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes.

Occasional overnight travel may be required.

INTERNAL JOB APPLICATION PROCESS

Thank you for considering job opportunities within QuadCo Management Solutions, Inc. The following guidelines have been provided to make this a more efficient process. Please feel free to contact the Human Resources Department at (817) 333-3453 (A-L) or (817) 333-3575 (M-Z) should you have any questions.

- Complete the Internal Job Application form (attached).
- Sign the form.
- Obtain the supervisor's signature.
- Take the completed form, a recent resume, and any other attachments to the HR department.

NOTE:

- To be eligible to participate in the job posting process you must be employed at your current position for at least six (6) months, have a satisfactory work record, and be in good standing at your current position. Exceptions will require approval from the Human Resources Manager.
- Each employee interested in applying for an open position is encouraged to have a discussion with his/or her current supervisor/manager about his or her interest in applying for the position. If you indicate an interest in a new position, your current position or status with QuadCo will not be jeopardized.
- Internal candidates will be given preference in consideration over similarly qualified external candidates. In doing so, QuadCo will always attempt to hire and/or promote from within when current employees may possess comparable or greater qualifications.



INTERNAL JOB APPLICATION FORM

Name: _____ Date: ____ / ____ / ____

Current Department: _____ Current Supervisor: _____

Position (s) Applying for: _____

1. Why are you looking to leave your current position?

2. How long have you been in your current position?

3. Please tell us why your qualifications meet the minimum requirements for the position and include any special degrees, licensure or training. Please attach a recent resume and any other documents you feel appropriate.

4. Are you related to or would be considered a personal associate to anyone within the hiring department for which you are applying? ("Personal Associates" are defined as individuals with close personal relationships such as "romantic" or "dating" relationships.)

Employee Signature

Date

Supervisor Signature

*My signature, as the current supervisor, signifies that I am aware of the employee's candidacy for this position.

TO BE COMPLETED BY THE HIRING DEPARTMENT AND HUMAN RESOURCES

Date that the application was received by HR: ____ / ____ / ____

Was the employee interviewed? ____ Yes ____ No

Date of Interview: ____ / ____ / ____

Human Resources Representative/Date

Hiring Department Representative/Date

