



## JOB DESCRIPTION

**Job Title:** Property and Asset Supervisor (Region I)  
**Job #:** PA07031701  
**Status:** Full Time/Exempt  
**Location:** Milpitas, CA  
**Supervisor(s):** Director of Properties and Assets

**Position Summary:** Responsible for overseeing the property and asset management operations of Abode Services affordable and supportive housing communities in Alameda, Santa Clara and Santa Cruz counties. This position is responsible for the lease-up functions and acquisitions of new properties within their portfolio while working with the Real Estate Development Department. Over the first 6-12 months will provide direct site management and act as property manager to several properties after lease-up and supervise staff, including up to 2-4 property managers.

### DUTIES AND RESPONSIBILITIES

#### Staff Management

- Hire, schedule, train, evaluate, discipline and terminate employees within his/her portfolio.
- Monitor overtime, review and approve timecards and arrange for staff coverage as needed including during vacation and holiday periods.
- Provide or arrange for staff development including training of property managers on Yardi.
- Meet with staff regularly and perform annual performance review of direct report staff.
- Ensure that staff interacts professionally and respectfully with residents, lenders, vendors, other Abode staff and other community members.
- Meet regularly with resident service providers and/or managers and interact with them to assist residents with housing issues and needs.

#### Marketing/Leasing/Compliance

- Oversee the implementation of affirmative fair housing marketing plan(s) for properties.
- Monitor occupancy levels to insure they are at targeted goals.
- Provide direct oversight to new lease-ups and property acquisitions and rehabilitation projects.
- Oversee lease-up functions, develop marketing plan, waiting lists and leasing process of new acquisitions which includes: Resident Selection Criteria and Management Plan to insure compliance with Fair Housing Laws, loan agreements and/or regulatory agreements.
- Determine, with consultation as appropriate, whether or not to override a rejection by the standard screening process and have filled out a request for consideration/accommodation.
- Review Yardi data for accuracy/marketing/occupancy reports/housing retention/demographic reports at regular intervals.

#### Asset Management

- Inspections of properties at least twice monthly to ensure it is well-maintained, in rent-ready condition, that mechanical devices are in working order and that the environment is safe, clean and attractive.
- Collaborate with facilities staff to insure property maintenance and replacement plans are in compliance including current physical needs, preventative maintenance and longer-range capital improvements.
- Research and apply for funding for rehab and other capital improvements.

- Review quarterly reports for properties Abode owns in partnership and does not manage and flag any concerns for review by the Director of Properties and Assets.
- Work with finance department and auditors to prepare annual reports and welfare tax exemptions.

#### Financial/Programmatic Administration

- Review and approve expenditures prepared by property managers and collaborate with facilities to insure that work orders match invoices and that work is complete to satisfaction prior to payment.
- Monitor the approved operating budget and report on variances with staff.
- Oversee the preparation of financial, occupancy and management reports such as rent rolls, demographics, housing retention, vacancy or turn over reports as requested by Abode or external stake holders.
- Oversee the development of annual operating and capital budgets.
- Adhere to all accounting procedures and policies for the organization.

#### Other Property Management Tasks

- Provide “on-call” assistance during after-hours emergency response rotation.
- Assists in the update, revision and/or development of forms, reports, or manuals for improved property operations.
- Prepares and conducts monthly portfolio meetings to include all staff within his/her portfolio.
- Recommend measures to improve the fiscal performance of properties, better serve the residents and/or preserve the physical integrity of the properties.
- Engage with community stake holders such as police, fire, city, county and other non-profits to enhance the mission of Abode Services.
- Other duties as assigned within the scope of the nature of this position.

### **QUALIFICATIONS**

The minimum qualifications for the position are as follows:

- Minimum of 3 years’ experience as a property supervisor in affordable or supportive housing. 3 years’ experience in direct oversight of a lease-up, acquisition rehabilitation, or affordable housing capital improvement project.
- Current tax credit certification, CPO/COS or IREM/NCHM designation.
- Current Real Estate License or the ability to obtain within 6 months of employment.
- Knowledge of affordable housing regulations, including but not limited to HUD, Low Income Housing Tax Credits (LIHTC), Tax-Exempt Bonds, HOME, CDBG, SHP, HCD, CHRP, CHFA, MHSA, and AHP.
- Available to work a minimum of 40 hours per week and more as needed to fulfill duties.
- Excellent interpersonal, supervisory, organizational and verbal/written communication skills; integrity; respect for confidentiality; ability to work with diverse populations, including persons with various disabilities.
- A valid California driver’s license, proof of current insurance meeting or exceeding state requirements and vehicle registration, clean (less than 4 points) DMV record and reliable transportation
- Ability to analyze and prioritize complex situations, policies and procedures, laws and regulations and exercise good judgment in the course of completing required duties
- Ability to work independently and as a part of a team or under pressure to meet tight deadlines.
- Proficient computer skills in using the internet, email, Microsoft Word and Excel, and Yardi or other Property Management software.
- Thorough knowledge of fair housing and tenant related laws
- Able to negotiate stairs independently in properties with 2 to 4 stories and no elevator and be able to walk at least 400 feet over rough terrain for property site inspections.

- Able to lift, carry or push items weighing less than 15 pounds on a regular basis (such as resident files, small equipment or supplies).

**OTHER DESIRABLE QUALIFICATIONS INCLUDE:**

- bachelor's degree in real estate, business administration, accounting or related field
- ability to speak, read and write a second language such as Spanish, Vietnamese, Tagalog or Chinese

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**Abode Services is an Equal Opportunity Employer and Drug Free Workplace**