

## **Ambling Companies, Inc. Job Description**

**Job Title:** Property Manager  
**Department:** Management  
**Reports To:** District Manager  
**FLSA Status:** Exempt  
**Prepared Date:** August 31, 1999  
**Revised Date:** March 9, 2001

### **SUMMARY**

The property manager is responsible for the overall success of the property. Property managers must direct their staff with a positive attitude and ensure staff members are working to their potential. This position will report to the District Manager and/or Vice President.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** of the property manager shall include but not be limited to the following:

Oversight of all application processes, verifications, and any additional information as it relates to new move-in paperwork and applications.

Once the applications have been received, the manager will review the application to ensure all necessary paperwork is within the application and then forward this file along with necessary contents to the Compliance/Operations Manager.

Will move tenants out in a timely manner and ensure, from the property aspect, that security deposits are returned as governed by State Law.

Recruiting and retention of all residents along with marketing the property through outreach efforts to businesses, organizations, etc. Ensures proper scheduling of site staff (i.e. leasing agents, maintenance personnel).

Servicing the day to day needs of the residents and organizing regular resident activities/services as dictated by the assigned LURA and LURC of the property and also maintains the Supportive Services outlined within these governing documents.

When needed, recruiting/employing of staff members consistent with corporate guidelines and training of all personnel.

Negotiates any/all contract services as it relates to the specific property and maintains communication with contractors and follows budget parameters.

Supervise the purchase of all supplies and equipment used on the property.

Supervise eviction of tenants in compliance with court order, direction from Layer and owner if involved, and in accordance with Georgia State Law.

Adheres to monthly calendar supplied from corporate office and follows all due dates and times as specified in the calendar, such as weekly/monthly reports, rental/bank deposits, compliance reports, property inspection sheets, etc.

Maintains accurate records and reporting information and all property activities.

Will oversee the maintenance staff and office staff to ensure all members maintain the property in an efficient and effective manner.

Prepares periodic inventory of building contents and forwards listing to owner for review.

Maintains confidentiality of all operations/resident information and communications.

Will participate in industry related functions such as DCA training and continuing education seminars sponsored by Ambling Management Company.

Maintains confidentiality of all operations/resident information and communications.

Will comply and uphold ALL fair housing standards and will attend fair housing seminars when available.

Should an incident occur on the property (fire, flood, etc.), the Property Manager will fill out an incident report and fax it to your District Manager immediately and follow up with the reports from both Fire and Police departments and forward these reports (if necessary) to your District Manager.

Keeps District Manager informed of status of asset at all times.

Represent Ambling Companies in a professional manner at all times.

Perform other work-related duties as directed.

Attend conferences as necessary to remain current in specialty.

Arrives to work on time and prepared.

### **SUPERVISORY RESPONSIBILITIES**

Manages and is responsible for the overall direction, coordination, and evaluation of all employees. 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**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, supervisors, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **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.

### **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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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.

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Signature

\_\_\_\_\_  
Date