



1954 E Houston St. San Antonio TX 78202
(210) 231-2003 ☐ Fax (210) 225-6976

Job Description

TITLE	Regional Property Manager	SEND RESUME TO	jobs@habctx.org
SUPERVISOR	Director of Communities	DEPARTMENT	Operations
REGULAR/TEMP	Regular	FULL/PART	Full-time

General Summary

The Regional Property Manager oversee assigned properties, ensuring the physical condition and monitoring work for accuracy, completeness, conformity to policy and achievement of goals and objectives. The Regional Property Manager receives instructions from the Director of Communities and is expecting to monitor, manage, and communicate with the Property Managers for the accomplishment of all financial and physical goals and objectives of the properties.

The Regional Manager is also responsible to deliver exemplary customer service with the utmost professional demeanor, when interacting with residents, owners, community members, vendors, and employees.

Principal Duties and Responsibilities

- Maintain desired internal financial benchmarks for each assigned property with the portfolio as defined by the Director of Communities and Executive Director. That includes, without limitation, occupancy levels, income levels, delinquency percentages, and cash flows.
- Perform property inspections with property managers to assess vacant units, property exterior, office, and maintenance facilities at assigned properties.
- Conduct quality control inspections of the premises and internal audits to ensure compliance with all Federal, State, local, and HABC/BMDC policies and procedures.
- Assist the Director on track and submission of monthly, quarterly and annual report for TDHCA, and any other applicable agency.
- Assist the Director of Communities conducting bids, evaluating purchase orders, and negotiate contracts for maintenance repairs.
- Ensure the efficiency of property management staff by providing ongoing training, instruction, counseling, and leadership with the Director of Communities.
- Support staff to encourage teamwork and lead by example in creating a harmonious environment.
- Work closely with Finance, Information Technology, Human Resources, and other departments to ensure the higher performance of the communities.
- Responsible for overseeing all compliance with properties inventory and fleet.
- Responsible for preparing and submitting weekly, monthly, quarterly, and annual reports for the Directors, Executive Director, Board of Commissioners and any local, state, or federal agency applicable.
- Serve as a Property Manager as needed.

- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of HUD, Affordable, and Tax Credit Regulations.
- Knowledge of Fair Housing rules and regulations.
- Knowledge of basic accounting principles, and capable of reading, analyzing, and understanding financial reports.
- Highly organized with attention to detail.
- Customer service skills.
- Ability to communicate effectively orally and in writing.
- Ability to work under pressure and manage multiple projects.

Minimum Qualifications

- Associates Degree in business administration with two years on property management field, supervisory leasing and maintenance staff experience.
- Available to work flexible schedules which may include weekends, holidays or extended hours depending on the needs of the communities.

Preferred Qualifications:

- Bachelor's degree in Business Administration or three (3)+ years experiences at Regional Property Manager.
- Experience in Emphasys and Yardi Systems.
- Certified Apartment Manager and/or Certified Public Housing Manager.
- Bilingual in English/Spanish

Supervisory Controls

The Regional Property Manager is responsible for setting priorities to effectively manage their caseload and assist the properties and the department in accomplishing goals. The employee has no direct supervisory responsibilities with staff; however, assists the Director of Communities with the supervision of the entire operation and compliance.

Responsibility for Confidential Matters:

- The employee will have access to sensitive information and must ensure all confidential information is secured at all times.

Physical Demands / Work Environment

- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.
- Work involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted, and ventilated.
- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Continued travel to various work locations in all weather conditions.

- Frequent repetitive hand movement (e.g., typing).
- Appointees will be required to possess a valid driver's license and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

Mental and Physical Abilities:

The mental and 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.

Working Conditions:

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.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Date Approved: **10/26/2023**