



Oak Park Residence Corporation

TITLE: *PROPERTY MANAGER*

PRIMARY RESPONSIBILITIES: To perform the functions and activities related to the management of assigned owned and non-owned properties and provide functional direction to the maintenance staff daily.

SUPERVISORY RELATIONSHIP: Sr. Manager of RE Operations

ACCEPTABLE EXPERIENCE/TRAINING: Previous experience in the management of multi-family housing (market rate and affordable), property management office procedures including leasing, marketing, and maintenance. Proficient in Microsoft Office and Yardi Voyager. Graduate of an accredited high school, college degree and/or professional training management of real estate or any combination of the above which supplies the required knowledge, ability and skills. Experience in property management of tax-credit/HUD buildings a plus.

REQUIRED LICENSING: IL Leasing License or IL CAM License, Valid IL Driver's License and proof of insurance

REQUIRED SKILLS & KNOWLEDGE:

- Working knowledge of Yardi Voyager and how online application and electronic lease integrates with and populates Yardi system to maintain accurate and up-to-date tenant information
- Working knowledge of project and building budgeting
- Comprehensive Knowledge of Fair Housing statutes
- General knowledge of key building maintenance

PROPERTY MANAGEMENT RESPONSIBILITIES:

Tenancy

- Review rental applications in accordance with Tenant Selection Plan to determine eligibility.
- Process new leases by use of electronic lease procedures and e-signature and provide information as needed to accounting department.
- Complete tenant deposit log and forward to Accounting department. If denied tenancy coordinate return of deposit.
- Process lease renewals via Yardi and prepare hard copies (as needed)
- Complete move-out inspections and security deposit transmittals in accordance with the Illinois Security Deposit Return Act.
- Coordinate and secure tenant parking

- If assigned to buildings review building owners' monthly statements issued by accounting
- If assigned to managed buildings review and/or issue required reports to building owners
- Monitor rental payments and/or assessments with accounting.
- Collections, including regular follow-up and the establishment of repayment plans.
- Issuance of Five-Day Notices and referral to attorney for legal action
- Respond to tenants' inquiries and requests in a timely manner.
- Address and follow-up tenant issues and complaints through to resolution. Document all issues and complaints within YARDI.

Building Management

- Conduct move-in and move-out inspections and create market ready forms.
- Oversee preparation of apartments for marketing and occupancy; determine scope of work for market ready(s). Schedule vendors/contractors to minimize vacancy loss
- Track market ready costs
- Create work orders using YARDI
- Monitor completion of work orders
- Issue P.O.s and approve payment of building operating expenses in accordance with establish procurement policy
- Monitor the workflow and maintenance of files/reports, etc. necessary for the smooth running of the department
- Assist in preparation of building operation and capital expenditures budgets
- Work closely with Sr. Manager of RE Operations in establishing Property Management annual goals
- Review laundry and other service contracts.
- Prepare periodic reports on occupancy and monitor and review demographic information in YARDI to ensure accuracy
- Assist in preparation of building operations and capital expenditures budgets
- Monitor and Review quarterly financials with Sr. Manager of RE Operations to identify, understand, and clarify budget variances.
- Work with Lead Maintenance Person to provide functional direction of maintenance staff
- Coordinate ABIs and OPHA HQS (inspections) with VOP and HCVP staff
- Assist Sr. Manager of RE Operations in establishing departmental annual goals
- Be available for emergency call
- Assist other Property Managers in their absence
- Assist Special Projects Manager in communicating with tenants regarding special projects and any disruptions pertaining to rehabs and utility shut offs.
- Complete incident reports for any/all incidents at buildings that involve bodily injury, property damage, or potential liability to the organization and forward to Sr. Manager of RE Operations and Vice President of Administration.

Company Information

Oak Park Residence Corporation (OPRC) is a locally based, non-profit community development corporation that has been serving the Oak Park community for over 56 years. Our mission is to advance Oak Park's diversity and economic by providing high-quality multi-family rental housing at reasonable rates for households of all income levels. We are committed to partnering with our residents to create living environments that are vibrant, diverse, and inclusive.

OPRC is an Equal Opportunity Employer and seeks to recruit talented and highly skilled individuals who want to make a difference in their community and who want to grow and develop professionally. We provide competitive compensation and a comprehensive benefits package. If interested in this opportunity, contact Beth Swaggerty at bswaggerty@oakparkrc.com. You can also visit our website at www.oakparkrc.com