

## **JOB DESCRIPTION**

**JOB POSITION/TITLE:** Sr. Property Manager  
**DEPARTMENT:** Sacramento Region  
**JOB STATUS:** Full Time/Exempt  
**HOURS:** 8:00 AM - 5:00 PM  
**REPORTS TO:** Vice President, Sacramento Region

## **EDUCATION, EXPERIENCE, TRAINING/SKILLS REQUIRED**

### **EDUCATION**

- ◆ College degree preferred

### **EXPERIENCE**

- ◆ Minimum of five years property management
- ◆ Minimum two years of leasing.
- ◆ Minimum of three years supervisory and management experience.

### **OPERATING SKILLS**

- ◆ Effective written and verbal communication skills.
- ◆ Ability to plan, execute and supervise projects.
- ◆ Knowledgeable of tenant landlord laws and commercial practices, CAM calculations and financial aspects of property management.
- ◆ Knowledge of blue prints and drawings, general accounting procedures and computerized property management systems.
- ◆ Capital Project Supervision.
- ◆ Computer literate on spreadsheets, word processing and property management systems.
- ◆ Good math and analytical skills.
- ◆ Basic understanding of electrical/mechanical systems.
- ◆ Basic understanding of construction methods.
- ◆ Ability to assimilate new information.

### **MANAGEMENT SKILLS**

- ◆ Ability to motivate, coach staff and create a team environment.
- ◆ Decisive in making decisions and following through to resolution.
- ◆ Ability to effectively present ideas, studies and reports.
- ◆ Self-motivated, with ability to demonstrate initiative and prioritize tasks.
- ◆ Possess positive attitude, dedication and sense of loyalty.
- ◆ Ability to handle multiple tasks, coordinate, manage and communicate efficiently and effectively.
- ◆ Strong supervisory skills
- ◆ Strong administrative skills.

- ◆ Strong organizational skills and ability to remain composed and flexible.
- ◆ Trustworthy and dependable.
- ◆ Professional presence and appearance.

### **LICENSE/CERTIFICATION REQUIRED**

- ◆ Valid driver's license.
- ◆ Certified Property Manager.
- ◆ California Real Estate License is a plus.

### **ESSENTIAL FUNCTIONS/TASKS**

#### **MANAGEMENT ACTIVITIES**

Assists in the overall management of the Office/Industrial properties as follows:

- ◆ Conduct site inspections with vendors to ensure satisfaction with services being performed.
- ◆ Develop and cultivate positive and personable relationships with tenants through excellent customer service and fair resolution of various issues pertaining to operations and accounting.
- ◆ Oversee lease renewal negotiations with existing tenants, capitalizing upon the existing relationship that has been established with the tenant.
- ◆ Work closely with listing brokers who represent prospective tenants and ensure that submitted proposals meet or exceed budgeted pro formas. Work closely with general contractors to ensure that tenant improvements are completed on budget and on time.
- ◆ Ability to negotiate lease transactions effectively by keeping up to date with current market conditions.
- ◆ Review and maintain, as directed, the property operating and maintenance contracts, such as security and janitorial. Periodically obtain competitive bids to continuously challenge costs and quality of operating services provided.
- ◆ Review and maintain operating financial reports on a monthly basis, or more frequently as needed, with the VP, Sacramento Region to identify issues and make recommendations for improving the net operating income and cash flow for each property.
- ◆ Prepare and review with the VP, Sacramento Region a monthly operating status report to include:
  - Operations, maintenance and engineering, construction, leasing status.
  - Budgets, significant variances to operating budgets, capital and tenant improvements.
  - Special projects, environmental issues, parking issues, legal status report.
- ◆ Oversees supervision of Commercial department, makes recommendations for staffing, evaluations and other personnel related issues to VP, Sacramento.

## **OPERATING ACTIVITIES**

- ◆ Coordinate move-ins and move-outs of tenants.
- ◆ Lease administration - review for compliance, notification, updates, renewals, escalations, late charges, rent collection, statements, insurance compliance, and default notices.
- ◆ Coordinate outside consulting services i.e. vendors, architects, engineers, contractors, and legal counsel, on related issues within financial parameters.
- ◆ Preparation of operating budgets for properties. Preparation of operating expense adjustments. Research and review historical information, prior year budgets. Analysis of contractor input.
- ◆ Responsible for investigating accidents, vandalism, property damage as required. Review situation, write and submit reports. Discuss insurance issues with appropriate in-house personnel. Authorize repairs and mobilize vendors.
- ◆ Responsible for contracting with vendors regarding property operations i.e. landscapers, janitors. Follow appropriate bid process. Review information and analyze. Determine best bid, execute correspondence, and contracts.

## **DEVELOPMENT ACTIVITIES:**

- Review and critique existing and future development plans.
- Cooperate with and attend planning sessions to identify redevelopment issues.
- Assist as needed to implement redevelopment process with local government authorities and with development consultants.

## **ADDITIONAL TASKS**

- ◆ Review A/P vouchers for accuracy, information and coding on a weekly basis. Correct as required.
- ◆ Typing of correspondence on various issues to tenants, vendors, agencies, etc. Typing of in-house memos.
- ◆ Preparation of cash flow analysis for prospective leases.
- ◆ Responsible for overseeing maintenance of books, records, lease files, operating statements, etc.