



**JOB DESCRIPTION**  
**Community Manager**

**Reports To:** Property Manager

**Main Goal:** To meet income and expense goal of community.

**Work Schedule:** Monday through Friday – 9:00am to 6:00pm. Preferred lunch hours between 12pm to 1pm. 40 hours a week. Manager may need to change schedule to cover weekends if occupancy drops below expectations.

**DUTIES:**

**Main Objectives: Understand and implement Resident Manager’s Manual and Monthly Calendar.**

**Typical Duties but not limited to:**

**Daily**

- Walk grounds
- Inspect vacant apartments
- Deposit & record monies received
- Market and lease apartments
- Implement Marketing Plan
- Follow up on Guest Cards and all marketing leads
- Review and schedule maintenance requests and turnover maintenance
- Process move-in & move-out paperwork
- Manage and solve resident correspondence
- Oversight of all personnel working on community
- Clean common areas
- Respond to emergency calls

**Weekly**

- Meet with Supervisor
- Weekly reports – Vacancy Report, Turnover Report, Traffic Report, Maintenance and Service Requests
- Prepare and serve legal notices

**Monthly**

- Attend Manager’s Meeting
- Month End Closing Appointments at main office
- Review rent roll, aged delinquencies, gross potential & lease renewal – twice a month
- Implement 30-60-90 day program
- Maintenance a Resident Retention Program
- Implement lease renewal program
- Fax in timesheets, including on-site staff – twice a month



**Quarterly**

- Market Surveys
- Property Safety Inspection

**Yearly**

- Unit by Unit inspection of every property
- Market Surveys

**Specific Skills**

- Basic computer skills
- At least 1 year of property management
- Basic knowledge of Oregon Tenant/Landlord Laws
- Understanding Federal, State and Local Fair Housing Laws

Screening Required Prior to Job Offer – Credit/ Criminal/ Driving/ Drug

**Benefits & potential bonuses after 90 probationary period**