

YUROK ECONOMIC DEVELOPMENT CORPORATION

Job Title:	Property Manager			Job Code	
Department	YEDC	Program Area	Administration	Location	Klamath, Bluff Creek, Willow Creek
Reports To:	YEDC Executive Director		FLSA Status	Non-Exempt	
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	GS 8-1 \$50,252.80				

POSITION SUMMARY:

The Property Manager is responsible for the overall performance of the day-to-day property management operations of all Camp Hosts, outside vendors and residents/tenants. To maintain, preserve and improve the YEDC's assets via expense control, revenue optimization and capital projects, the Property Manager must coordinate a team of employees and establish, adhere to and enforce all policies and procedures as set forth by YEDC.

DUTIES AND RESPONSIBILITIES:

1. Maintain positive tenant relations with direct communication and can identify solutions quickly and efficiently.
2. Excellent interpersonal and verbal/written communication skills, as this position entails phone calls, emails, and follow ups
3. Collect and secure rental payments.
4. Prepare accounting records and reports, including deposit accounting and monthly closeout.
5. Perform clerical functions such as preparing correspondence, filing, scanning, and data entry.
6. Deliver delinquent rent notices to vacate and contact those who have unpaid/owed rent.
7. Assist in the eviction process and follow policies for tribal evictions in a timely manner.
8. Ensures excellent customer service to all residents and prospects.
9. Achieves high resident retention and leasing expectations.
10. Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
11. Contracts with tenants by negotiating leases and collecting security deposit.
12. Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
13. Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and coordinate fixing repairs, planning renovations, as necessary.

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14. Maintains building systems by coordinating maintenance services and supervising repairs for all RV parks and mobile home park.
15. Secures property by installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
16. Enforces occupancy policies and procedures by notifying violators.
17. Attend meetings as required.
18. Assure that appropriate insurance requirements are in place for all properties.
19. Order all supplies necessary to maintain the RV parks and business operations.
20. Prepare and develop an annual budget to the Executive Director.
21. Assist the Executive Director in various tasks as needed.

MINIMUM QUALIFICATIONS:

1. Excellent interpersonal skills in relating to customers and staff, maintain a good attitude and sense of humor.
2. Basic computer literacy including the use of POS systems, and inventory management software, MS Excel and Word.
3. Excellent verbal and written communication skills.
4. Knowledge of office equipment including telephone, fax, copier, online reservation services.

SUPERVISORY RESPONSIBILITIES:

Must have the ability to lead and supervise RV Camp Hosts.

EDUCATION/EXPERIENCE:

- High School Diploma.
- Prefer additional classes in management, business-related field, or professional certification in property management.

CONDITIONS OF EMPLOYMENT:

- All applicants must pass a pre-employment drug/alcohol test.
- When necessary, must be able to lift 25-50 pounds.
- Must have clear vision at twenty (20) inches or less; ability to identify and distinguish colors; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); ability to focus (ability to adjust the eye to bring an object into sharp focus).
- All applicants are subject to YEDC's Drug and Alcohol-Free Workplace Policy including employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have valid driver's license and be able to be insured by YEDC's insurance

*Preference will be given to qualified Yurok Indian Tribal Members.
Indian preference is granted in accordance with P.L. 93-638*