



Rocky Mountain Communities Job Description

Job Title: Assistant Property Manager
Status/Classification: Full-Time / Non-Exempt
Supervisor: Property Manager
Salary Range: \$23.00 - \$24.00 / hour

The mission of Rocky Mountain Communities (RMC) is to build brighter futures and inspire hope by providing affordable housing and resident-focused services. Strong communities are composed of individuals and families who are supported and empowered to thrive. For over 30 years, RMC has leveraged resources and partnerships to invest in resident-focused affordable housing solutions across Colorado. We develop, own, and manage housing communities where we offer services and programming that promote youth success, adult self-sufficiency, and elderly independence. In doing so, we strengthen the fabric of our state for everyone, now and for generations to come. This mission is accomplished by providing and managing affordable and subsidized housing at 14 different properties across Colorado.

Position Summary

The Assistant Property Manager assists the Property Manager in the management of a multi-family residential property. Responsibilities include marketing, leasing, member management, regulatory compliance, program documentation, and financial management.

The Assistant Property Manager sets and meets goals and key performance indicators (KPIs), focused on occupancy, collection rate, member satisfaction, regulatory compliance, program documentation, and accuracy/response time to maximize property performance and member support.

Duties and Responsibilities

- Customer service- Corresponding with residents, vendors, clients, and staff professionally and respectfully for work orders, rent questions, security deposits, and parking.
- Annual and interim recertification of residents.
- Conduct interviews and review applications of potential residents by adhering to the LIHTC program.
- Monitor correct usage of income and rent limits as well as utility allowances.
- Rent collections and ledger reconciliation.
- Demand for rent- Reach out to residents, add late fees, post notice, track payments, send to court, and carry out eviction if necessary.
- Unit Inspections
- Security Deposits- Collect forwarding address from a resident, add charges to the ledger as necessary for cleaning and/or damages, and provide move-out paperwork to account for deposit return.



- Organization and time management- Use Microsoft Suite to schedule and organize daily tasks and manage all projects at once.
- Maintain a collaborative working relationship with the on-site professional team to seamlessly coordinate and prepare for the welcoming of all new residents.
- Understand the dynamics of a diverse resident profile and listen to their needs.
- Being a leader by providing guidance or advice to staff when needed.
- Work within the Company structure while having the ability to think on your feet and adapt to all types of situations.
- Other duties as assigned.

Qualifications

- High School Diploma or equivalent required.
- Position requires a minimum of 3 years of previous low-income housing property experience.
- Ability to communicate effectively, both orally and in writing.
- Present self in a neat, clean, and professional manner at all times.
- Must possess a positive attitude and professional demeanor with all staff, residents, and vendors.
- Regular attendance and punctuality are mandatory.
- Proficient in computer skills, including Word, Excel, Outlook, Microsoft Teams, and community software applications.
- Participate in training in order to comply with new or existing laws and regulations.

Essential Function: Must be able to perform the essential functions of the job with or without a reasonable accommodation:

- Comfortable working in a professional office environment. This role routinely uses standard office equipment, such as a computer, photocopier, and telephones.
- The person in this position needs to occasionally move about inside the office to access filing cabinets, office equipment, etc.
- Must be able to remain in a stationary position more than 50% of the time.
- Exposure to outdoor weather conditions on a regular basis.
- Occasionally required to lift up to 30 pounds
- Occasional evening and weekend work may be required based on the property's and/or business needs.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment, or promise of any kind. Rocky Mountain Communities reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time, with or without notice.