



Regional Manager

All Hyder Regional Managers (RMs) are responsible for the overall physical appearance of their assigned portfolio of properties (portfolio). Selection of properties within their assigned portfolio may change from time to time as determined by the Vice President of Operations in conjunction with the Chief Operating Officer.

Property's physical appearance:

The RM will inspect each property in a routine and timely manner to ensure each property is clear of any trash (properly stored in trash receptacles). Parking areas of each property will be clear of any stored vehicles or other items determined by the RM to degrade the property's overall physical appearance. All grass, shrubs, plants, trees etc. will be well maintained.

Rents:

RMs are responsible for supervising each property's monthly rent collections are obtained in accordance with each's tenants lease agreement. RMs are responsible for timely collection of delinquent rents and overseeing timely delinquent notifications are presented along with timely notice of eviction notifications.

Vacant unit(s) Turns:

RMs are responsible that unit Turns are completed within customary timelines to ensure minimum interruption of rental cash flow.

Marketing:

RMs are responsible to market the properties in their portfolios in a timely manner, once a notice to vacate a unit is provided by the current tenant.

- A. Be responsible to assist with creative and responsive advertising.
- B. Provide marketing strategy to generate rentals or for rent increases.
- C. Property Manager may handle his or her own advertising, if capable.
- D. Assist with marketing needs.
- E. Follow AFHMP for the property

Leasing units:

Ensuring profitability of the property by adhering to established expense budgets and leasing vacated units in a timely manner.

Supervision of Area Managers (when applicable):

RMs oversee Area Managers (AM) assigned to them, by supervising the AMs ensuring the AMs assigned properties are maintained at levels required of RMs and any established Hyder property maintenance policies and standards.

Investor reports:

RMs are required to make regularly scheduled financial and site maintenance reports to



property investors as well as Hyder administrative management officials including the Vice President of Operations, Accounting Department Manager, and Hyder's Chief Operating Officer. RMs will make recommended property improvements and renovations for property owner's review and approval.

Professional conduct:

RMs will be professional in both appearance and mannerisms, remembering they are a representative of Hyder Property Management Company (Hyder). RMs will exercise good judgment, maintain self-control in interacting with property owners or their representatives, tenants, vendors, and others. RMs will present a positive attitude in their capacity as an employee of Hyder. They will be individuals of integrity and be trustworthy and honest in all their business transactions as a representative of Hyder.

Work schedule flexibility:

RMs need to be flexible with their time and schedule to adequately address emergencies and resolve problems in the normal course of their property management responsibilities. If their properties are in multiple locations, they must be available to travel at a moment's notice either by ground or air in order to effectively manage emergencies and resolve problems and assist both staff and residents, during emergency and problematic times. Good communication skills are vital in dealing with these types of situations.

Training

RMs must be knowledgeable and current in their understanding of all federal, state, and local agency housing programs relevant to the various properties in their portfolios and be able to provide training to subordinates where need and relevant for those individuals to properly perform their assigned responsibilities. RMs need to have a working knowledge of Hyder company's policies and procedures applicable to their assigned portfolio. RMs need to test and pass required company and agency educational requirements. Be prepared to assume responsibility to manager in an on-site manager capacity during an emergency wherein the assigned site manager is unable to fulfill their job responsibilities.

Compliance

- A. Complete & disseminate monthly Compliance Reports to properties and owners when requested.
- B. Perform file, waiting list, and general office procedure inspections according to regulatory agreements established for each property.
- C. Perform and complete review of recertification of tenant files in accordance with established company policy and procedure for scheduled recertification of files.
- D. Approve move-in files, and recertifications for tenants in accordance with the affordable housing programs of the property.
- E. Review and approve tenant occupancy, and tenant unit transfers.
- F. Monitor tenant file documents to ensure compliance with agency program regulations.
- G. Assist Site Managers regarding compliance issues involving owners, syndicators, banks, etc.
- H. Prepare Agency inspection response letters as required by the specific agency conducting the site's inspection.



Operations

Oversee all duties of the properties in your portfolio to ensure smooth operations which include but are not limited to:

- A. Maintain budgeted occupancy percentages either established by owners or deemed necessary to adequately support cashflow adequate for each properties' operating expense budget and owner's return on investment criteria.
- B. Monitor delinquent rents and follow up with resident managers on their collection efforts and where necessary assist site managers with the eviction process.
- C. Ensure maintenance policies and procedures are followed including work orders.
- D. Complete Monthly Property Inspection Reports and file reviews.
- E. Provide back up and support for Property Managers and AMs.
- F. Communicate regularly with Operational supervisors.
- G. Review and approve various reports, resident surveys, and tenant and property notices for timely delivery and adequately prepared with required content.
- H. Maintain routine contact and communications (daily, weekly, etc) with site managers or site personnel and
- I. Attend all agency inspections, required owner meetings and board meetings. And be properly prepare in advance for such meetings.

Budget Control

- A. Assist with preparation of budget.
- B. Maintain knowledge of budget variances on a monthly basis. Assist AMs and site managers regarding budgeting variances and expense control.
- C. Provide monthly written evaluation of income and expense line items that are significantly over budget and plans for bringing them under budget.
- D. Provide Capital improvement suggestions for future of site and process reserve requests.
- E. Approve invoices for payment in the Yardi System. Follow up to ensure they are presented timely to accounting for payment.
- F. Review and explain/fix errors on rent rolls

Supervise assigned Site Team (Listen, Counsel, and resolve personnel problems to the best of your ability).

- A. Perform employee performance evaluations, recommend pay increases, provide timely counseling statements to the HR Department. Supervise Area Managers to ensure they are providing timely and properly completed personnel evaluations, recommending timely pay increases, counseling statements, etc.
- B. Where needed, assist, with evaluations and counseling statements for other personnel.
- C. Supervise and ensure all counseling statements, written evaluations, salary requests are provided for review to your immediate supervisor. Follow up to ensure those statements are timely submitted to the Human Resource Department.
- D. Establish employment application interviews dates and times. Provide job applicants with a written job description. Complete employment files as described by company policy. NOTE:



No new employee will be hired until all required documents have been signed and approved by the appropriate supervisor.

- E. Approve all time sheets and ensure hours indicated are correct, PTO time reported and signatures available.
- F. Assist with training employees to enable them to perform their job responsibilities in a knowledgeable and efficient professional manner. Provide routine follow up to address individual employee performance deficiencies.

Major Contracts

- A. Interview Contractors and accept bids for approval by property owners and/ or your designated direct supervisor. Established approval amounts change from time to time so check with your immediate supervisor for how to proceed. Approvals depend on contract amount.
- B. Monitor contract work.

Contracts Information:

- A. Various site work and other vendor contracts are routinely presented by such sources for your signature. Review that the contracts are complete and cover all the needs of the project. Submit those contracts exceeding your approval limits to your immediate supervisor requesting their approval. This would also include new account set ups.

Safety

Review all safety procedures, monitor completion of monthly safety meetings. Immediately investigate all accidents, unsafe conditions and serious incidents and provide written reports to your immediate supervisor. Seek advice from your supervisor to ensure projects follow, OSHA, fair housing, A.D.A and "Section 504" requirements. Follow up on project losses and make sure all insurable losses are reported and repairs are made, and claims paid.



Hyder Property Management Professionals Employment Application

Hello and Welcome to Hyder Property Management Professionals! We manage over 130 properties and have positions in the Maintenance, Office, and Managerial functions.

In order to properly classify your application for current as well as future positions please fill out the information below:

What position(s) are you interested in?

Custodian
Maintenance
Manager (Property)
Manager (Regional)
Office
Security

We have properties throughout California....which areas would you be willing to travel/relocate/work in?

Blythe
Chula Vista
Coachella Valley
Escondido/San Marcos/Vista
Imperial Valley
Los Angeles County

Northern CA
Orange County
Ramona
Riverside area
San Bernardino County
San Diego



Email completed form to jobs@hyderco.com.



Hyder Property Management Professionals Employment Application

An Equal Opportunity Employer

Please Print

Date _____ Last Name _____ First Name _____ Middle _____

Present Address

No. & Street _____ City _____ State _____ Zip _____

Permanent Address (if different from present address)

No. & Street _____ City _____ State _____ Zip _____

Cell Phone _____ Email _____

Employment Desired

Position applying for: _____

Are you applying for:

Regular full-time work? Yes No

Regular part-time work?..... Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work?

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Personal Information

How did you hear about our company and this job opening?

Have you ever applied to or worked for Hyder Property Management? Yes No

If yes, when?

Why are you applying for work at Hyder?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (if under 18, hire is subject to verification that you are of minimum legal age.) Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Education, Training, and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
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High School	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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College/ University	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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Vocational/ Business	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Hyder Property Management? Yes No

If so, please explain:

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

(1) Name of Employer _____ Telephone No. _____ Fax No. _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip _____
Dates of Employment: _____
From _____ To _____ E-mail address _____
Your Position and Duties _____
Reason for Leaving _____

May we contact this employer for a reference? Yes No

(2) Name of Employer _____ Telephone No. _____ Fax No. _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip _____
Dates of Employment: _____
From _____ To _____ E-mail address _____
Your Position and Duties _____
Reason for Leaving _____

May we contact this employer for a reference? Yes No

(3) Name of Employer _____ Telephone No. _____ Fax No. _____
Type of Business _____ Your Supervisor's Name _____
Address & Street _____ City _____ State _____ Zip _____
Dates of Employment: _____
From _____ To _____ E-mail address _____
Your Position and Duties _____
Reason for Leaving _____

May we contact this employer for a reference? Yes No

Employment History Continued...

(4) Name of Employer _____ Telephone No. _____ Fax No. _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____
From _____ To _____ E-mail address _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name _____ Last Name _____ Telephone No. _____

Address & Street _____ City _____ State _____ Zip _____

Occupation _____ No. of Years Acquainted _____

First Name _____ Last Name _____ Telephone No. _____

Address & Street _____ City _____ State _____ Zip _____

Occupation _____ No. of Years Acquainted _____

First Name _____ Last Name _____ Telephone No. _____

Address & Street _____ City _____ State _____ Zip _____

Occupation _____ No. of Years Acquainted _____

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize Hyder Property Management Professionals to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

By signing this application, I further certify that I have read and understand everything contained in this application, including the at-will employment set forth above. Furthermore, I understand that I have the right to consult with an attorney prior to executing this application.

Date

Applicant's Signature

Email completed form to jobs@hyderco.com.