



## **Property Manager**

### **Job description**

Hyder Property Management Professionals is growing and is seeking a full-time Property Manager to oversee affordable housing property in the nearby area. The Property Manager is in sole charge of the housing community to which they are assigned. Property managers must manage and direct operations of the housing community in accordance with the policies and procedures prescribed by the Owner, the Governing Agency, Management Agent, and Fair Housing Laws.

### **Qualifications**

- Successful candidate should have at least 2 years RD experience (Preferred)
- Must have proven 2 years Property Management experience including leasing operations.
- Possess strong customer service, leadership, be friendly and compassionate, multitasking, excellent communication and organizational skills and ability to manage and maintain a superior apartment community.
- Maintain a valid Driver's License at all times.
- Maintain valid automobile insurance at all times.
- Maintain a personal appearance compatible with image of community, positive attitude, assertive, and a capable role model for subordinates.
- Demonstrate integrity on a personal as well as a professional level.
- Attentive to details.
- Team player with a strong work ethic and ability to interact with a variety of people and personality types.
- Solve problems involving residents, personnel, finances, and emergency situations while remaining professional.
- Be goal oriented.
- Experience with low income and the homeless population (depending on property)

### **Expectations:**

- Become proficient in the operation of the property computer, scanner, copier, calculator and any other office machines necessary
- Adhere to office schedule as approved by supervisor and according to the needs of the property
- Attain a working knowledge of the following software: Yardi and IDOC
- Attend educational courses as directed by Human Resources or Supervisor and pass Agency-required or Employer tests
- Become fully competent in Agency rules and procedures within ninety days of hire
- Must be able and willing to follow all procedures in Manager's Handbook and Agency Instructions. Maintain property in compliance with the appropriate agency



- Supervise personnel; keep staff personal calls, social networking, cell phone usage limited to breaks and emergency needs.

Responsibilities will include but are not limited to the following:

- Implementation of the Management Plan, Affirmative Fair Housing Marketing Plans, Agency and Company policies and the Manager's Handbook provided by employer.
- Review of prospective resident's rental applications for initial eligibility. Rental of Apartments in accordance with Agency Requirements, Tenant Selection Plan and the Wait List. Completion of lease agreements and conducting entry interviews with new tenants outlining conditions and terms for occupancy along with the completion of the entire application and Agency certification. The application process for move in (when a unit is available) should take no more than 14 working days and commence no later than 24 hours after a 30-day notice to vacate is given.
- Providing residents with their interim and annual re-certification paperwork along with conducting re-certification interviews assuring all paperwork is done on time and in accordance with Agency requirements.
- Collection of rent in a timely manner, issuance of receipts and serving the appropriate late rent notices on time. Making daily bank deposits.
- Walking the property at least once a week for physical inspections and vacancy verifications and one time per month at night to check lighting. Completing semi-annual unit inspections twice a year.
- Perform and report all business and transactions to the Corporate Office on a timely basis in accordance with the Manager's Handbook and monthly Site Manager Calendar.
- Proper preparation and submission in a timely manner of timecards, corporate reporting and required property reports as stated in the Monthly Site Calendar and Manager's Handbook.
- Supervision of maintenance and other personnel which includes performance of annual evaluations and documented interim consultations. These are to be reviewed by the Supervisor prior to presentation to employee after which the original is sent to the Corporate Office to be filed in the employee's personnel file.
- Selection of outside contractors in accordance with the Manager's Handbook. This includes but is not limited to obtaining competitive bids, initiating approval of contractors within OPS, and verifying and collecting insurance certificates for workers compensation and liability insurance from all contractors and their sub-contractors.
- Handling the Purchasing process for the community. This includes but is not limited to the preparation of Purchase Order Requests, verification of receipt of purchases, and first review and submission of invoices to accounts payable in accordance with the written OPS procedures. Accounting for petty cash. Arranging for approved outside services, such as trash collection, utility service, mail service, telephone installation, exterminators, etc., as required.
- Establishing good resident relation policies and adhering to housing assignment procedures. Promoting harmonious relationships among residents, housing personnel, and persons of neighboring communities. In resolving complaints of residents the manager



must be able to handle problems with discretion and fairness in accordance with Fair Housing.

- The position requires a great deal of personal contact with other people and agencies. Manager must maintain good working relations with the local police and fire departments, governing officials, any other community resources that are programmed and designed to assist the residents as well as owners, vendors and other employees.
- Being available to assist, in any means necessary, for all file audits and physical inspections by Government Agencies or the Management Company.
- Keep proper documentation of resident files, incident reports, and other events related to the property.

In some instances, the employee will:

- Be required to be bilingual in English and Spanish.
- Be able to report in English to supervisory staff and authorities any emergency conditions that may exist from time to time. Then must have the flexibility to follow through on the handling of said emergencies in accordance with the Crisis Management Procedure.
- Be asked to assist in the management of other properties or the training of a new manager.
- Need to go to court on an eviction, small claims issue or another legal situation that may arise.
- Perform such duties as may be requested from time to time by their Supervisor or other Corporate personnel.



## 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](mailto: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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<b>High School</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip _____	

<b>College/ University</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip _____	

<b>Vocational/ Business</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____	Zip _____	

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

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**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

# HYDER PROPERTY MANAGEMENT PROFESSIONALS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS QUIZ TESTS YOUR ABILITY TO ANSWER SIMPLE MATH QUESTIONS, ONES THAT YOU WOULD HAVE TO PERFORM IN THE OFFICE TO QUALIFY HOUSEHOLDS FOR LOW INCOME HOUSING. TAKE YOUR TIME AND READ EACH QUESTION AND ANSWER IN DETAIL.**

Household “A” fills out an application to live at your apartment complex. The household is comprised of a Head, Spouse, Mother-in Law and 2 children:

- a) The Head works for the county, Monday thru Friday and makes \$15.00 an hour.
- b) The Spouse stays at home and baby-sits 1 child for \$100.00 every two weeks.
- c) The Mother-in-Law gets \$500.00 per month in Social Security benefits.

***QUESTIONS: (Mark the letter to the correct answer...a, b, or c)***

**1) What is the annual income for the Head of household?**

- a)  $\$15.00 \times 40 \text{ hours} \times 52 \text{ weeks}$
- b)  $\$15.00 / 8 \text{ hours} \times 50 \text{ weeks}$
- c)  $\$15.00 \times 8 \text{ hours} \times 40 \text{ hours} \times 52 \text{ weeks}$

**2) What is the Spouse’s annual income?**

- a)  $\$100.00 \times 24 \text{ weeks}$
- b)  $\$100.00 \times 26 \text{ weeks}$
- c)  $\$100.00 \times 2 \text{ weeks} \times 12 \text{ months}$

**3) What is the annual income for the Mother-in Law?**

- a)  $\$500.00 \times 4 \text{ months} \times 2$
- b)  $\$500.00 / 12 \text{ months}$
- c)  $\$500.00 \times 12 \text{ months}$

Household “B” applies to live in your apartment complex and is comprised of a Head and Spouse.

- a) The Head of household works 40 hours every other week as a landscaper and makes \$10.00 an hour.
- b) The Spouse works for the local supermarket 20 hours a week at \$8.50 an hour during the months of June – August.

**QUESTIONS: (Mark the correct answer...a, b, or c)**

**4) What is the annual income of the Head of household?**

- a)  $\$10.00 \times 40 \text{ hours} \times 2 \text{ weeks} \times 52 \text{ weeks}$
- b)  $\$10.00 \times 40 \text{ hours} \times 26 \text{ weeks}$
- c)  $\$10.00 \times 8 \text{ hours} \times 4 \text{ weeks} \times 12 \text{ months}$

**5) What is the annual income of the Spouse?**

- a)  $\$8.50 \times 20 \text{ hours} \times 24 \text{ weeks}$
- b)  $\$8.50 \times 20 \text{ hours} \times 26 \text{ weeks}$
- c)  $\$8.50 \times 20 \text{ hours} \times 12 \text{ weeks}$

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**Either mark the correct answer (a, b, c, or d) or fill in the blank:**

**6) What is the average of 10, 10, 10, 5, 5?**

- a) 20
- b) 40
- c) 10
- d) 8

**7) If a person in the household makes \$20,000.00 a year and works 2,000 hours a year, how much does the person make per hour?**

\_\_\_\_\_ per hour

**8) What is the annual income of a household member who works 8 hours a day at \$10.00 per hour for 40 hours a month?**

\$ \_\_\_\_\_

**9) What is the annual income of a household member who works 4 hours a day at \$10.00 per hour for 20 hours a month during the months of January – March (use 4 weeks per month to calculate)?**

\$ \_\_\_\_\_

**10) How many hours per year does a household member work if he works 10 hours a day for 3 days a week?**

\_\_\_\_\_ hours per year

**Email completed form to [jobs@hyderco.com](mailto:jobs@hyderco.com).**