

Asset Manager

JL Gray

Job Title:	Asset Manager	Work Schedule:	Full Time
Reports To:	Vice President Operations, CFO	Exempt Status:	Exempt
Prepared By:	JL Gray	Last Revision:	May 30, 2013
Travel Required:	30-50%		

Position Summary:

The Asset Manager supervises the Site Managers of the properties in their regional portfolio. Be an outstanding representative of JL Gray Company.

Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Integrity

Ethical; honest; loyal; trustworthy; discreet and has character in all aspects of their life.

Communication

Ability to lead, motivate, listen, and resolve conflicts. Has a sense of humor, a positive attitude, enthusiasm, compassion and empathy. "Seek first to understand and then to be understood."

Proactive & Effective

Capable of good decision making and judgment; is a self starter, a team player, flexible; follows up and follows through. Sets and achieves goals. Takes responsibility.

Growth

Willing to learn and improve; teachable and coachable; adaptable and open minded; innovative and self aware. Has can do/will do attitude, vision. Strives to find their voice and help others find their voice.

Essential Job Functions:

Attend and participate in Management Operating Committee Meetings where company policies and procedures are formulated.

Financial

- Prepare operating budgets and monitor financial performance
- Assess, budget, approve, monitor and follow through all capital improvements including ADA compliance items. Obtain approval from property owner for expenses in excess of those specified in the management agreement
- Prepare and oversee reserve requests
- Approve invoices in a timely manner
- Monthly analysis of financial reports, vacancy reports, rent collections, and potential for rent increases
- Review resident files to be submitted for annual financial audits

Personnel

- Directly and indirectly supervises site employees. Carries out supervisory responsibilities in accordance with JL Gray policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Collect, approve, enter and submit time-sheets as scheduled. Recommend pay changes. Approve Personal Time Off (PTO), overtime and leave

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- Conduct monthly Manager's meetings
- Instill JL Gray vision (mission statement) in all employees
- Act as a liaison between Corporate Office and site managers
- Fill in when site-manager is absent

Portfolio Management

- Follow steps as provided in the ProntoForms Site Visit application
- Periodically (at least annually) accompany site managers on monthly inspections
- Help Site Manager prepare for, attend and respond to HUD & Tax Credit Management Occupancy Review (MOR), RD Annual & Supervisory visits, REAC inspections, Syndicator inspections, Investor visits, HOME inspections, Owner visits
- Monthly laundry coin collection, deposit and equipment repair/replacement
- Assist in other regions when Asset Manager needs assistance
- Be an exemplary Site Manager
- Be on the alert for management/development opportunities
- Help transition new properties into the JL Gray portfolio
- Handle resident complaints beyond the scope of the Site Manager
- Other Duties as assigned

Supervisory Responsibilities:

This position supervises the Site Managers in their regional portfolio.

Minimum Qualifications:

Basic Education and Experience - High school diploma or general education degree (GED) and two years site management or residential asset management experience.

Computer Skills – Windows operating system, Word Processing, Spreadsheets, e-mail, data entry, scanning, file management, Internet.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to communicate effectively one on one with customers and employees. Must be able to speak the predominant language of the employees in addition to English.

Mathematical Skills – Ability to calculate discounts, interest, commissions, proportions, percentages, and area.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

Transportation - Must have reliable transportation, a valid driver's license, insurance and the ability to drive their personal vehicle.

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Work Environment:

Typical office environment. The noise level in the work environment is usually moderate and continuous, sensitivity of co-workers in close proximity required. The employee must be able to complete their work satisfactorily in an environment where there are significant distractions, including but not limited to staff, clients, and vendors walking through and conversing in the area, telephones ringing and conversations carrying over from cubicles, offices, or common areas, interruptions to answer the telephone or to answer questions from others and occasionally this position is exposed to outdoor weather conditions. This position requires travel in their regional portfolio and to other meetings as required.

Physical Demands:

Amount of Time

	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to grasp, handle, or feel				X
Reach with hands and arms				X
Climb all property stairs in a single day			X	
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Amount of Time

	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Lift, carry, push, pull				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

VISION REQUIREMENTS: Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

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Employee Acknowledgment:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. Neither the attached material nor the processes and procedures described therein constitute or imply a contract or guaranty of employment with the employer. All employees are employed at will.

Print Name

Signature

Date