Apartment Manager

Job Code 00001264

General Description
Responsible for all administrative duties for an apartment complex including management of staff and advertising, budget management, programming, and student counseling and disciplining.

Examples of Duties
Meet with supervisor to discuss daily activities.
Supervise apartment assistants.
Prepare occupancy, delinquency and expenditure reports.
Show apartments and prepare apartment leases.
Collect, record, receipt and deposit all revenues.
Perform daily bookkeeping and accounting of funds.
Assist in budget projections and create budget framework.
Prepare maintenance work orders.
Coordinate disciplinary counseling of students and residents on personal issues.
Coordinate replacement of supplies, facility upgrades and repair.
Develop and present programs for residents.
Inspect apartments at move in and move out.
Prepare and authorize tenant security deposit.
Interview and hire employees.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Graphs, spreadsheets, e-mail, and word processing software; laws, guidelines, and policies related to apartments and university housing; leases, contracts, Texas property code, and Uniform Commercial Code; Life, Safety and Electrical codes; university system.

Skill in: Directing the work of others and motivating output; establishing rapport with a variety of clients; public speaking and planning and preparation of material; effectively presenting instructions to staff and students; supervising staff.

Ability to: Understand policy and procedures, leases and contracts; prepare reports, letters, memoranda, correspondence, and complete forms and logs; perform basic math; complete work within deadlines; negotiate, listen, compromise and persuade; market apartment complex and prepare accounting records.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
None.