Human Resources
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Property Manager

JOB CODE	JOB FAMILY	PROFILE
JCM343	**Property & Real Estate**	**Property Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 24, 2026**

The Property Manager is responsible for the total operation of their assigned tenant occupied building(s). Acts as the primary point of contact for all matters related to the property, ensuring its smooth operation and the well-being of its residents. The Property Manager has the important responsibility of assuring that their property operates in an efficient and cost-effective manner while ensuring that all regulatory requirements are adhered to.

Job Description

DUTIES AND RESPONSIBILITIES

- Facilitate lease renewal and tenant application process
- Manage rent collection, delinquencies, late notices and evictions
- Oversee and approve expenditures and assist in preparation of annual budget
- Effectively manage maintenance technician(s) including hiring, training, delegating, evaluating, coaching and performance management
- Facilitate inspections, maintenance, repairs, upgrades, and property cleanliness
- Conduct periodic apartment inspections
- Report on observed tenant activity, property conditions, safety issues and traffic issues.
- Coordinate with maintenance staff and contractors for repairs and upgrades

- Address and resolve emergencies.
- Manages expenditures and assists in preparation of annual budget
- Oversee on-site capital improvements, obtaining bids and submitting work requests
- Collaborate with management to prepare goals, implement directives, and communicate building and tenancy needs.
- As directed, attend meetings with appropriate agencies and government entities.
- Regularly communicate with tenants as a group on an as-needed basis.
- Prepare monthly calendars and newsletters for distribution to the tenants.
- Assist in organizing activities for the tenants.
- Ensure compliance with applicable housing agencies
- Work with leadership to develop policies and procedures that are compliant with the New Mexico landlord-tenant law, outlined in the Uniform Owner-Resident Relations Act (NMSA 47-8-1 to 47-8-52).
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

DEPARTMENT

BEHAVIORAL HEALTH

- Oversee the safe, clean, and functional operation of assigned transitional living facilities.
- Serve as the primary point of escalation for residents regarding housing-related and facility concerns.
- Direct and oversee inspections, routine and emergency maintenance, repairs, upgrades, and overall property condition.
- Manage and coordinate vendor-provided services, service contracts, and on-site capital improvements, including bid review and work request approval.
- Partner with behavioral health and case management teams to align housing operations with resident needs and program goals.
- Administer and enforce lease signings, renewals, terminations, and compliance actions in accordance with program policies and applicable laws, including UORRA.
- Monitor and report on occupancy levels, unit readiness, rent collection, and delinquencies in alignment with organizational standards.
- Manage facility expenditures and support budget development, tracking, and fiscal accountability for assigned properties.
- Lead response efforts for facility emergencies and ensure emergency preparedness and safety procedures are maintained.

- Ensure regulatory compliance with HUD, Fair Housing requirements, applicable housing agencies, and County behavioral health standards.
- Supervise, train, and evaluate maintenance staff and contracted personnel, ensuring adherence to housing policies, safety procedures, confidentiality, and trauma-informed practices.
- Represent the program in meetings with partner agencies, contractors, and County departments, as directed.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities**.*

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Real Estate, Social Work, or a related field.
- Six (6) years of experience in Housing and Urban Development (HUD), real estate, building construction technology, or property management.
- Two (2) years of supervisory experience.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.**

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

HOUSING

- Fair Housing certification within 90 days of hire.
- Real Estate license with Property Management Endorsement from the New Mexico Real Estate commission within 6 months of hire.
- Certified Occupancy Specialist from the National Center for Housing Management (NCHM) or able to obtain Certification prior to completion of probation.

PREFERENCES

HOUSING

- Experience working with Project Based (Section 8 - The housing assistance payments program that implements Section 8 of the United States Housing Act of 1937.) HUD, Tax Credit (Section 42), and Bond subsidized housing programs depending on property
- HUD & LIHTC experience
- Computer proficiency in Microsoft Word, Excel, and Outlook as well as knowledge of Real Page operating experience preferred.

- Bilingual – English / Spanish

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Employee must complete required FEMA training(s) as assigned to position.
- Employee must complete required Supervisor classes if applicable.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.

WORKING CONDITIONS

- Work primarily alone, with or without direct supervision.
- May be required to work evenings, weekends and holidays
- Perform duties both indoors (approximately 80%) and outdoors (approximately 20%).
- Indoor duties are performed in a temperature-controlled environment.
- Outdoor duties expose the worker to natural weather conditions.
- Indoor duties are performed on even surfaces, which may be carpeted or tiled.
- May involve climbing and descending staircases.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- May encounter stressful environment and/or hostile situations.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses office equipment such as a telephone, calculator, copy machine, and fax machine.
- Handles files, forms, reports, clipboards, manuals, books, and various basic office supplies.
- Operates a County vehicle to travel between sites throughout the County.