



Job Title: Property Manager

Location: Palmetto Park Apartments 1005 West Avenue Clearwater, FL 33755

Hours: Full Time: 40 Hours per Week, (may include night and weekends on occasion)

Pay Rate: \$75,000 - \$80,000 depending on experience

Job Description:

HallKeen Management is seeking an experienced, hands-on Property Manager to lead the operations of Palmetto Park Apartments, a 179-unit affordable housing community located in Clearwater, Florida. The community consists of two- and three-bedroom townhouse-style apartments serving families through the Low-Income Housing Tax Credit (LIHTC) program. Palmetto Park offers a variety of resident services and amenities, making community engagement and exceptional customer service essential to this role.

The successful candidate will have a minimum of five (5) years of property management experience, including experience managing affordable housing communities. We are looking for a hands-on leader who is organized, team-oriented, customer-focused, and financially driven, with a passion for operational excellence, regulatory compliance, and creating an exceptional living experience for our residents.

Priority will be given to candidates who hold professional affordable housing certifications such as CPM, CAM, or equivalent.

Position responsibilities include, but are not limited to:

- Provide overall leadership for the daily operations of the community.
- Ensure compliance with LIHTC requirements, Fair Housing regulations, and all federal, state, local, and company policies.
- Manage the property's financial performance, including budgeting, forecasting, accounts receivable, collections, expense control, and monthly variance reporting.
- Prepare timely and accurate financial, occupancy, compliance, and operational reports.
- Maintain budgeted occupancy while minimizing delinquency and maximizing resident retention.
- Oversee leasing, marketing, waitlist management, and resident selection in accordance with program requirements.
- Supervise, mentor, and develop all site staff through coaching, performance evaluations, and ongoing training.
- Partner with the maintenance team to ensure the property is safe, well-maintained, and visually appealing.
- Build positive relationships with residents by responding promptly and professionally to concerns and fostering a strong sense of community.
- Support resident engagement initiatives and community programming.
- Manage vendor relationships, contracts, and capital improvement projects as assigned.
- Ensure all inspections, audits, and regulatory reporting requirements are completed accurately and on time.
- Work collaboratively with corporate leadership to achieve operational and financial goals.

Requirements:

Qualified candidates must have a minimum of 5 year's residential property management experience or equivalent. CPM, CAM, and/or equivalent designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be able to motivate and lead a team. Must be proficient in Microsoft Word, OneSite, Outlook and Excel.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

APPLY NOW