

Property, Real Estate, and Community Association Managers

SOC: 11-9141 • Career Profile Report

■ Key Facts

<div>\$66,700</div> <div>Median Salary</div>	<div>466,100</div> <div>Employment</div>	<div>+4.0%</div> <div>Growth Rate</div>
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■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

7.0/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Communication skills, Customer-service skills, Interpersonal skills, Listening skills, Organizational skills, Problem-solving skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Property, Real Estate, and Community Association Managers typically perform the following tasks:

- Prepare detailed budgets and financial reports for properties.
- Manage and oversee operations, maintenance, administration, and improvement of commercial, industrial, or residential properties.
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties.
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Meet with clients to negotiate management and service contracts, determine priorities, and discuss the financial and operational status of properties.
- Direct and coordinate the activities of staff and contract personnel and evaluate their performance.
- Prepare and administer contracts for provision of property services, such as cleaning, maintenance, and security services.
- Market vacant space to prospective tenants through leasing agents, advertising, or other methods.
- Act as liaisons between on-site managers or tenants and owners.
- Investigate complaints, disturbances, and violations and resolve problems, following management rules and regulations.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Maintain records of sales, rental or usage activity, special permits issued, maintenance and operating costs, or property availability.
- Meet with boards of directors and committees to discuss and resolve legal and environmental issues or disputes between neighbors.
- Solicit and analyze bids from contractors for repairs, renovations, and maintenance.
- Maintain contact with insurance carriers, fire and police departments, and other agencies to ensure protection and compliance with codes and regulations.
- Confer with legal authorities to ensure that renting and advertising practices are not discriminatory and that properties comply with state and federal regulations.
- Purchase building and maintenance supplies, equipment, or furniture.
- Review rents to ensure that they are in line with rental markets.
- Clean common areas, change light bulbs, and make minor property repairs.
- Determine and certify the eligibility of prospective tenants, following government regulations.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/management/property-real-estate-and-community-association-managers.htm>