



# JOB ANNOUNCEMENT

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**POSITION TITLE:** DIRECTOR OF ASSET MANAGEMENT

REQ #: 1075

**DEPARTMENT:** PUBLIC HOUSING

**SALARY:** Negotiable

**DATE POSTED:** 09/19/18

**CLOSING DATE:** Open Until Filled

**FLSA CLASS:** Exempt

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## **Duties and Responsibilities:**

Responsible for the oversight of multiple housing communities, through subordinate personnel and monitoring fiscal and occupancy status, for properties, through regular reports. Responsible for direct budget preparation, monitoring budgets, preparing reports of departmental activities and fiscal status, monitoring operating practices and procedures and recommending changes to promote efficiency and achieve/maintain a “High Performer” status; participating in pre-employment interviews, supervising, evaluating performance and training site personnel. Reports directly to the Executive Director/Deputy Executive Director. Responsibilities include, but are not limited to, the following:

1. Inspects properties to ensure they are maintained in safe and decent condition and in good repair. Monitors and reviews HUD physical assessment scores and inspects a sampling of buildings, unit make-readies, curb appeal and condition and organization of common areas and offices.
2. Monitors work order reports to ensure all work orders are addressed in a timely manner; audits a sampling of maintenance work at each property to ensure quality work and good craftsmanship; ensures staff follow-ups on any delinquent items; makes recommendations for capital improvements to the Director of Real Estate Development.
3. Provides assistance and direction, in the development and administration of property operating budgets. Monitors expenditures on a continuous basis to ensure properties are within budget.
4. Monitors compliance with MHA’s policies regarding utility allowances, maximum rents, flat rents, maintenance charge list and all other fee schedules. Conducts flat rent study annually to ensure rents are comparable with market unassisted units.
5. Ensures that assigned properties present an aesthetically pleasing appearance in accordance with established property management standards, to include oversight of third-party management properties, the central office building, vacant lots, etc....
6. Monitors third-party property managers and leasing agents.
7. Responsible for monthly, quarterly and annual reporting of MHA’s portfolio.
8. Conducts monthly review of operating statements.

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9. Conducts financial analysis, market studies and submits industry standard reports on assets.
10. Assists the Executive Director/Deputy Executive Director with the development and implementation of strategic planning process and the development of goals, objectives, policies, procedures and priorities for the department. Develops management tools to monitor key community assessment indicators. Prepares reports, including departmental, agency and HUD reports to assess progress towards goals and to assess compliance.
11. Implements and monitors assigned communities crime detection and prevention initiatives to ensure all required corrective action is accomplished. Reviews all relevant police reports, resident reports and any other sources of information regarding lease violations or criminal activity. Tracks statistical data and identifies trends within each development. Receives investigative reports on allegations of program abuse. Evaluates reports and refers those considered to be substantial violations.
12. Ensures that staff and site-based partners are performing tasks as outlined in contracts, grant proposals, MOUs and/or strategic plans.
13. Ensures that resident lease terminations and grievance hearings are properly processed. Monitors lease enforcement by providing information and assistance as needed.
14. Meets with residents, resident organizations, and external agencies to receive input regarding the operation of housing programs, assesses needs, and addresses concerns.
15. Oversees the development and implementation of marketing plans and strategies in order to promote high levels of occupancy.
16. Oversees schedule for emergency on call responsibility and follow-up on emergencies to ensure proper handling.
17. Prepares and submits monthly reports detailing the prior month's occupancy and fiscal performance.
18. Performs other duties as assigned.

### **Qualifications and Knowledge:**

1. Bachelor's degree in Public Administration, Business Administration/Management, Social Sciences, or other closely related discipline, plus eight (8) years of progressively responsible experience in low-income housing or leased housing, including a minimum of four (4) years at a supervisory-level. Master's degree is preferred.
2. A minimum of four (4) years of management experience in public housing, HCV program, tax credit housing, assisted apartment management, and/or local government housing work (e.g. code enforcement, planning, community development).
2. Knowledge of MHA's policies and procedures, and Department of Housing and Urban Development ("HUD") rules and regulations, that applies to property management.
3. Knowledge of agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
4. Ability to maintain required records such as tenant files, vacancy reports, etc.; read and interpret policies and guidelines in order to make sound decisions;
5. Knowledge of HUD policies and other Federal, state and local laws, rules and regulations related to low-income housing and MHA policies.
6. Knowledge of good public policy practices and procedures, business English and basic mathematics.

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7. Comprehensive and demonstrable knowledge of HUD UPCS and REAC inspection procedures and requirements.
8. Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with residents, landlords and the public.
9. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
10. Ability to meet both internal and PHAS program deadlines
11. Ability to plan and prioritize work of self and staff.
12. Bondability.
13. Valid Alabama driver's license, or must acquire one within 30 days of employment.
14. Eligibility to be covered under the Authority's fleet auto insurance.

### **Supervision Received and Given:**

The employee receives assignments from the Executive Director/Deputy Executive Director. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances. The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise, which are not covered by established policies and/or procedures, are referred to the Executive Director/Deputy Executive Director. The employee must identify what needs to be done and must indicate the priorities, deadlines, and resources available.

The employee monitors the work of subordinates for accuracy, completeness, compliance with policy, and achievement of objectives, evaluates their performance and provides counseling.

### **Guidelines:**

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

### **Complexity:**

The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences which may require extensive analysis to identify them. Tasks frequently must be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

### **Scope and Effect:**

The employee's work primarily impacts the new development program of the housing authority and the Authority's residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

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### **Personal Contacts:**

Contacts are primarily with other Authority employees, federal, state and local governmental officials and representatives, and community agencies. The employee has contact with architects, engineers, consultants, contractors, and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance, and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

### **Physical Demands:**

Work is principally sedentary, but involves some physical exertion during on-site visits with residents or staff members, inspections of Authority developments, and construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

### **Work Environment:**

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

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### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.