



PUBLIC HOUSING ASSET MANAGER
JOB DESCRIPTION

CLASS CODE:

PAY RANGE: \$60,802-\$74,227

FLSA STATUS: Exempt

EEO STATUS: Officials and Administrators

DATE PREPARED: August 6, 2020

OVERVIEW:

Under the general supervision of the Chief Operations Officer, performing a wide variety of tasks related to monitoring, maintaining and protecting the sustainable health and physical preservation of a portfolio of public housing properties owned and managed by the MHA. The Public Housing Asset Manager is responsible for the oversight of property facilities monitoring. The Public Housing Asset Manager advises and works closely with the Property Managers assigned to each housing development to identify the physical facility, energy efficiency, green technology, sustainability, and capital preservation performance goals for each property, to establish systems to monitor performance against those goals and to ensure that the Property Managers meet their responsibilities in fulfilling their property management obligations. The Public Housing Asset Manager may supervise a small number of professional, paraprofessional and/or support clerical employees engaged in administrative analysis work.

DUTIES AND RESPONSIBILITIES:

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority. This includes, but is not limited to:

- Identifies performance goals for individual public housing developments in terms of management responsibilities, facilities operations, physical plant security, physical condition, energy efficiency projects, green infrastructure, facilities improvement and maintenance, and long-range capital needs.
- Develops and maintains systems to monitor performance of assigned properties relative to identified operational goals including adequate maintenance of the physical condition of the property, compliance with local building, property, and infrastructure codes and regulations, management practices consistent with HUD requirements, compliance with proper recordkeeping and reporting requirements, and compliance with ADA, Reasonable Accommodation Section 504, and Fair Housing/Equal Opportunity requirements.
- Develops property management plans, preventive maintenance plans, and management monitoring schedules for all assigned properties to ensure compliance with regulatory requirements and performance goals.
- Performs physical inspections and reviews to monitor properties for compliance with goals and regulations; may discover violations through less formal sources such as reports from property



residents, information provided by a state or local government entity such as social service agency or complaints from neighborhood organizations.

- Works with the Property Managers in developing systems necessary to report on property performance according to the identified schedule.
- Conducts regular meetings with the Property Managers to review capital expenses for each property and determine any property improvement needs.
- Works with the Property Managers in the development of a preventive maintenance program and monitors program implementation by reviewing maintenance documentation and conducting inspections; visits sites annually, or more often if needed, to inspect exteriors, common areas and unit interiors.
- Monitors and assures compliance with the reporting requirements of HUD or any other regulatory and funding sources as outlined in the regulatory agreements with those entities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

As a prerequisite, the successful candidate must believe in the core values of MHA and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead change. Additional requirements are:

- Thorough knowledge of the purposes, principles, terminology and practices employed in the property management of capital assets, and the analysis and planning skills needed for its implementation.
- Thorough knowledge of the principles and practices of housing management and rehabilitation. Good knowledge of the principles and practices of supervision.
- Working knowledge of the principles of capital budget analysis and the quantitative and qualitative methods of such financial analysis.
- Working knowledge of HUD rules and regulations.
- Working knowledge of the policies, rules and regulations of SHA
- Ability to plan, organize and supervise the work of others including training and performance evaluations. Ability to establish and maintain effective working relationships with a wide variety of people including elderly, disabled and low-income tenants, members of the public, contractors and professional colleagues.
- Ability to conduct inspections of assigned properties.
- Ability to communicate effectively, both orally and in writing.
- Ability to read, write and interpret documents of a technical nature. Ability to prepare clear and concise reports and correspondence.
- Ability to identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to organize, meet schedules and timelines and work independently in an environment of frequent interruptions.



MINIMUM QUALIFICATIONS:

High School diploma or GED with five (5) years of professional level work experience, or its part time equivalent, in residential property management, physical asset management, contract administration, or housing development or rehabilitation, two (2) years of which must have been in an administrative or supervisory capacity.

Any equivalent combination of education, training, and experience which, in the sole determination of the HA, provides the required knowledge and abilities may be considered sufficient.

PHYSICAL DEMANDS

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

This description is a representative summary of the work performed by incumbents in this job title. Any one position in this classification may not involve all of the duties and responsibilities contained herein, nor are the examples of knowledge, skills and abilities exhaustive. Incumbents may also be required to perform tasks other than those stated. Job duties, responsibilities, specifications, and other job aspects may be changed as needed.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ON-LINE:

[MHA On-line Job Application](#)