

ASSET MANAGER
POSITION DESCRIPTION

DATE: 5/05/2025

STATUS:

POSITION GRADE: 19

REPORTS TO: Director of Housing

POSITION OVERVIEW:

The Asset Manager is a senior administrative position who is expected to perform successfully with minimal oversight and direction from the Executive Director. The Asset Manager is actively involved in the Authority's real estate development of new rental properties and redevelopment of existing properties, including relocation, tax credits, and potential homeownership opportunities. Revisions of policies, procedures, and plans to ensure and maintain program compliance with HUD's changing regulations and guidelines. This complex and detailed work requires a well-organized individual with substantial knowledge, skills, and abilities to fully succeed in this position.

DUTIES AND RESPONSIBILITIES:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Prepares goals and objectives, work plans, and detailed reports.
2. Land acquisition
3. Contacts owners and make initial offer
4. Oversee, organize and schedule demo/rehab of purchased units in conjunction with Facilities Director.
5. Contact all utilities departments to ensure all services are disconnected/restored up to city code
6. Participates in planning, document preparation, inspections and working with outside entities in rental housing development.
7. Attend meetings with developers and civil engineers.
8. Insures compliance with Low Income Housing Tax Credits (LIHTC) program and prepare all necessary documents.

9. Reviews Federal Regulations regularly to ensure the Authority's compliance and advises the Executive Director of any necessary changes to policies and procedures to conform.
10. Attends work with regularity and punctually and recognizes that attendance is an essential duty and responsibility of this position.

BEHAVIORAL COMPETENCIES:

This position requires the incumbent to exhibit the following behavioral skills:

1. **Problem Solving:** Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.
2. **Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
3. **Interpersonal Skills:** Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
4. **Teamwork:** Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.
5. **Professionalism:** Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the principles and procedures of property management with specific knowledge in assisted/affordable housing.
2. Knowledge of the techniques used in managing living accommodations for widely varied individuals and families.
3. Ability to meet and deal with people appropriately, effectively and in a very professional and positive manner.
4. Ability to interpret information and make work decisions in accordance with rules, regulations, policies and interdepartmental operating procedures.
5. Knowledge of standard computer operation, input and software. Ability to generate computerized documents, forms, etc. in a correct, completed form

EDUCATION AND EXPERIENCE:

1. Bachelor's degree from an accredited college or university in Public or Business Administration or a closely related field. Five years of progressively responsible experience in the administration of public or private housing and/or assisted housing programs.

2. At least three years of experience in a position of senior responsibility. Experience in the management of a Housing Choice Voucher Program, including supervision of staff is necessary. Experience in organizational performance improvement is preferred. Either at employment or within 12 months of employment secure a Certified Occupancy Specialist certification and complete HUD's Housing Quality Standards training.

3. To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs is necessary as the position must interface with the agency's software system for participant and inspection data.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

Part time:

- 20-30 per work week depending on workload
- Pay range \$20-\$25 per hour based on experience
- Start Date: June 1st, 2025