**NEW JOB OPENING NOTICE**

**February 21, 2020**

1) **Position Title:** Asset Manager

2) **Job Type:** Full-Time

3) **Salary:** Commensurate with qualifications and experience.

4) **Education/Experience:** Bachelor’s Degree from an accredited four-year college or university. Minimum of two (2) years’ experience in housing or maintenance operations, and one (1) year supervision experience, OR Associate’s Degree or two years of college coursework from an accredited college or university. Minimum of four (4) years’ experience in housing or maintenance operations and two (2) years supervision experience, OR High School Diploma or G.E.D with six (6) years of housing or maintenance operations experience and three (3) years of supervision experience. Minimum of two (2) years of experience in management for Low-Income Tax Credit (LIHTC) property or property-based rental assistance experience.

5) **Major Duties and Responsibilities:** Supervise the housing and maintenance staff with daily operations and maintenance, performance management, work assignments, disciplinary actions as required. Assist the LIHTC Compliance Manager un developing, implementing and updating departmental goals, strategies, budgets, etc. Manage the application process to determine family income verifications. Manage the rental program to ensure eligibility. Responsible for maintenance of TARs at or below market and/or industry level. Identify and determine priorities for vacant unit preparations. Perform annual interviews and in-house inspections. Perform any other related and appropriate duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at [www.habd.org](http://www.habd.org) or 1826 3rd Avenue South. A complete application may also be submitted to careers@habd.net. Applicants may also fax a complete application to (205)521-7753. **Attention: Calandra Jefferson-Mitchell. An application must be completed.**

Position is Open Until Filled

No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

CLASSIFICATION: ASSET MANAGER

SUPERVISOR: LIHTC COMPLIANCE MANAGER

EFFECTIVE DATE: MAY 05, 2019

Position Summary

Responsible to the LIHTC Compliance Manager for the day-to-day operational management of all aspects of LIHTC and PBRA residential properties within the Housing Authority of the Birmingham District to assure a well maintained building, requiring the application of detailed federal, state and local laws, regulations and procedures, interpretation and implementation of policies and procedures required for federal housing programs; exercising considerable judgement and initiative in solving operational and property related problems. Oversee the application process to determine eligibility, monitoring and ensuring compliance with dwelling lease agreements, manage financial operations of the assigned housing complex; manage the rental programs, assure maintenance of approved quality standards, grounds maintenance and security of the property. Duties include the interpretation and implementation of policies and procedures administrative functions in budget preparation and control, record-keeping, report preparation and personnel supervision and development.

The Asset Manager position consist of three levels, which will be determined based on the size of the property being managed: Level I Properties consist of 150 units or less, Level II consist of 151 units to 300 units, and Level III consist of 301 units or more. The larger properties will include an Assistant Asset Manager to support the duties of the Asset Manager. Additional staff will be supervised under this position, as assigned.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of the 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 position description is in compliance with the Americans with Disabilities Act.

1. Supervise the housing and maintenance staff, including but not limited to: daily operations and maintenance, performance management, work assignments, disciplinary actions as may be required, time tracking, leave requests, interviewing, internal and federal policy and procedure compliance, training functions, etc.
2. Assist the LIHTC Compliance Manager in developing, implementing and/or updating departmental goals, strategies, budgets, preventative programs, energy efficiencies, and annual maintenance programs and procedural manuals.

3. Confer regularly with the LIHTC Compliance Manager on HABD’s maintenance, asset management, and community center activities. Maintain close communication with the LIHTC Compliance Manager regarding issues that requires assistance and best practices that may be useful for departmental personnel.

4. Confer with staff, other HABD departments and consultants to comply with HUD’s PHA guidelines to ensure a minimum REAC score of 80%.

5. Manage the application process to determine eligibility for LIHTC, PBRA, and Public Housing and processes, including but not limited to, determining family income, rent supplements, and income verifications. Exercise final approval over applications for residency and lease agreements based on required application data collected and background information. Orient new residents on the practices of the HABD and HUD guidelines, rules and regulations.

6. Manage the rental program to ensure eligibility, following departmental and HUD guidelines, including but no limited to, enforce lease and rent collection program, process move-out paperwork, inspection of units in a timely manner, transfer requests, annual re-recertifications, monthly rent-rolls, rental adjustments and ensure household income and family composition is in compliance with policy and procedures and federal regulations. Monitor delinquencies and initiate past due rent collections, handle and resolve complaints regarding applicants concerns about eligibility or ineligibility. Initiate evictions proceedings as needed. Refer resident for appropriate counseling when necessary.

7. Counsel resident’s that are delinquent with rent payments and service charges in an attempt to secure overdue rent and charges t minimize Tenant Account Receivables (TARs) and collections losses before eviction procedures begin.

8. Responsible for the maintenance of TARs at or below market and/or industry level.

9. Collect rent and enforce rent collection procedures to ensure a minimum of ninety-eight percent (98%) compliance.

10. Achieve and maintain a ninety-eight percent (98%) occupancy rate at a HABD housing development.

11. Identify and determine priorities for vacant unit preparations and ensure vacant unit turnaround does not exceed twenty (20) working days.
12. Coordinate resident services for apartment complex, including but not limited to, investigate complaints, disturbance and violations of rules and regulations, respond to questions and complaints from the residents and the public. Prepare announcements newsletter and calendars of events.

13. Supervise and assist the Resident Services Coordinator in coordinating daily activities of the community center.

14. In coordination with the Assistant Asset Manager, confer with appropriate staff to review and resolve resident complaints.

15. In collaboration with the Assistant Asset Manager and Housing Coordinator, show apartments to prospective residents.

16. Perform annual interviews and in-house inspections to update files. Conduct interim recertifications with residents for continued occupancy to ensure compliance for the screening of applicants for residency, in accordance with HUD rules and regulations and HABD policy and procedures.

17. Manage financial operations of assigned sites to ensure the departmental rules, regulations and guidelines are followed, including but not limited to, assisting in the preparation of annual operating budgets, submitting requests for goods and services within the established budget, overseeing the inventory of all property, collect rent while monitoring the timely receipt and reconciliation of rent collections, and safeguard deposits and accounts for rental receipts. Analyze and review monthly and/or quarterly financial statements to ensure properties are operated consistently with HUD financial guidelines and procedures.

18. Assist the LIHTC Compliance Manager in preparing, maintaining and monitoring departmental budget and expenditures to ensure that the property and projects are managed in fiscally prudent manner.

19. Assist the LIHTC Compliance Manager in evaluating market conditions and trends for competitive services; monitor contractors for compliance and control costs and recommend contract cancellation or renewal based on past performances.

20. Recommend contract cancellation or renewal based on past performances.

21. Work closely with maintenance staff to efficiently and effectively manage maintenance of buildings, complete work orders for repairs, grounds maintenance and security of the property in compliance with HUD guidelines, rules, and regulations. Confer regularly with the Lead Maintenance Technician to review project status and address issues regarding maintenance work.
22. Work closely with Asset Maintenance and Assistants to ensure one hundred percent (100%) of emergency work orders are completed within twenty-four (24) hours and routine work orders are within twenty (20) working days.

23. Inspect grounds and facilities routinely to determine necessity of repairs and maintenance to include move-ins and move-outs.

24. Inspect the property by checking buildings and grounds for security, damages, graffiti, hazardous conditions, and to verify parking decals.

25. Work closely with police detail to monitor property. In coordination with the Director of Public Safety, confer with local law enforcement regarding criminal activity, resident safety and general security at HABD’s property sites.

26. Counsel residents on proper housekeeping methods.

**Required Knowledge and Abilities:**

1. Knowledge of property management, financial planning and budgeting procedures to include projecting and tracking expenditures and revenues as required to develop, administer and monitor the Housing Complex’s operating budget. Analyze and interpret financial data and prepare financial reports, statements and/or projections.

2. Knowledge of policies and procedures, federal and state laws and regulations related to property management and asset management. Ability to read and understand contract laws and regulations related to property management and asset management.

3. Knowledge of human behavior and social interaction as they relate to resident issues. Some knowledge of the methods, techniques, and practices of building maintenance and repair. Some knowledge of hazards and safety precautions including Alabama Occupational Safety and Health (OSHA) guidelines. Considerable knowledge of REAC standards or ability to learn quickly. Knowledge of how to conduct unit and common area inspections in accordance with HUD requirements. Ability to implement and manage an assigned property in accordance with asset management principles.

4. Knowledge of purpose, policies and regulations of the Housing Authority as established by the Board of Commissioners and/or set forth by HUD regulations as required to determine eligibility of applicants for Public Housing and ensure compliance with local, state and federal regulations.

5. Knowledge and ability to apply basic and complex business and management principles involved in planning and human resources.

6. Knowledge of plans, programs and organizational structure of the Housing Authority as required; Prepare monthly reports and stay abreast of housing vacancies, availability and assignment of vacant units.

7. Ability to direct and supervise subordinates, including but not limited to, hiring, wage and salary administration, disciplinary actions, reporting work-related injuries, rules for requesting and reporting overtime, sick and annual leave, performance appraisal methods and techniques as required in supervising and/or counseling employees.
8. Ability to evaluate performance of subordinates, correct deficiencies, counsel, and motivate. Foster teamwork as needed to plan and implement programs, to establish performance standards or goals.

9. Knowledge of HABD Human Resources policies and procedures, state and federal personnel laws, rules and regulations and procedures, including but not limited to, Family & Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, worker’s compensation, medical insurance, retirement plan coverage and other employee benefits, services and policies.

10. Ability to identify employee training needs and to develop or provide employee training programs as needed to ensure that employees can perform assigned work.

11. Knowledge of HUD procurement and contracting process and associated local, state and federal regulations.

12. Knowledge of federal, state and city laws and ordinances governing Public Housing including, health laws, fire regulations, leasing of property and evictions as required in providing information pertaining to residential, multi-family facility design, construction and maintenance.

13. Knowledge of financial planning and budgeting procedures to include, projecting and tracking expenditures and revenues as required to develop, administer and monitor the Housing Complex operating budget; Analyze and interpret financial data and prepare financial reports, statements and/or projections.

14. Knowledge of facility maintenance to include, basic knowledge of mechanical and electrical systems, grounds maintenance, safety and security as required to supervise maintenance employees and contractors and respond to tenant’s complaints.

15. Knowledge of methods for assembling, preparing and analyzing statistical information or report procedures used to calculate principle, interest, taxes, fees, discounts and payment schedules.

16. Ability to communicate effectively, both written and orally, with persons of all ethnic and educational background, projecting a positive image of the HABD.

17. Ability to effectively plan and organize work to include, time management, prioritizing, responding in a timely and effectively manner with day-to-day problems, handling multi-tasks and meeting deadlines.

18. Ability to establish and maintain effective working relationships with subordinates, residents, neighborhood representatives, community leaders, public officials, social/community service agency representatives and the general public.

19. Ability to plan, organize and supervise the management of a large-scale low rent housing community. Ability to read and interpret legal documents, procedural manuals, equipment information or trade textbooks in order to troubleshoot/service/repair equipment.

20. Ability to investigate and analyze conflicts, complaints or problems involving employees, tenants or the public in unpleasant or risky situations. Ability to take appropriate action when necessary.

21. Ability to work independently, without direct supervision and to initiate projects.

22. Ability to accurately recognize and recall a series of numbers (e.g. telephone numbers, zip codes or account codes), transcribe numerical information from one document to another, detect errors or discrepancies in the entry of records, posting data, or other log entries.
23. Ability to read detailed instructions, such as maintenance manuals, equipment information or trade textbooks in order to troubleshoot/service/repair equipment.

24. Ability to prepare and present ideas in a clear and concise manner, both orally and written.

25. Ability to evaluate and disseminate factual information and develop proposals to promote solutions to resident educational, social, recreational and civic problems.

26. Ability to demonstrate leadership experience, professional ability, and capability to elicit cooperation.

27. Ability to establish and maintain effective working relationships with co-workers, consultants, contractors, residents, HUD, and local, state, and federal officials; Ability to communicate with people from a broad range of socio-economic backgrounds.

**Supervision:**
Yes.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. 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: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience**

1. Bachelor’s Degree from an accredited four (4-year) college or university. Minimum of two (2) years’ experience in housing or maintenance operations and one (1) year supervision experience, OR an Associate’s Degree or two years of college coursework from an accredited college or university. Minimum of four (4) years’ experience in housing or maintenance operations and two (2) years supervision experience, OR High School Diploma or GED with six (6) years of housing or maintenance operations experience and three (3) years of supervision experience.
2. Minimum of two years of experience in management for Low-Income Housing Tax Credit (LIHTC) property or property-based rental assistance experience.

3. Minimum of two years’ experience in Public Housing /HCV programs.

4. Must be certified or obtain NAHRO’s Certified Specialist- Public Housing Manager certification or equivalent within one year of employment.

5. Must be certified from a credited private property management certification program within two years of employment.

Preferred Experience

1. Tax Credit Certification preferred.

2. Occupancy Specialist Certification preferred.

3. Prefer REAC or other property inspection certification and Institute of Real Estate Management certifications: Accredited Residential Manager, Accredited Commercial Manager, Certified Property Manager or other professional certifications.

Special Requirements

1. Possession of a valid Alabama driver license and safe driving record for those required to drive or allowed to drive on behalf of the HABD.

2. Must be bondable and insurable by the insurance carrier of the HABD.