NEW JOB OPENING NOTICE

June 06, 2019

1) Position Title: Assistant 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 one (1) year experience in housing or maintenance operations, and one (1) year supervision experience, OR Associate’s Degree from an accredited college or university. Minimum of two (2) years’ experience in housing or maintenance operations and one (1) year supervision experience, OR High School Diploma or G.E.D with four (4) years of housing or maintenance operations experience and two (2) years of supervision experience.

5) Major Duties and Responsibilities: Assist the Asset Manager in supervising the Housing Coordinators. Assist with the application process to determine eligibility for Public Housing and processes. Orient new residents on the practices of the HABD and HUD guidelines, rules and regulations. Assist with management of the rental program to assure eligibility, following departmental and HUD guidelines. Monitor delinquencies and initiate past due rent collections. Assist the Asset Manager in overseeing and guiding the Community Center Coordinators in coordinating activities. Assist with annual interviews and in-house inspections to update files and conducts interim re-certifications 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.

Applicants can obtain a complete position description and application from our website at 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.
Position Description

CLASSIFICATION: Assistant Asset Manager

SUPERVISOR: Asset Manager

EFFECTIVE DATE: January 5, 2017

Position Summary

Emphasis of the work is also providing assistance in all phases of housing development administration as assigned, including, but not limited to: resident counseling, site inspections, implementing local departmental procedures and policies; and the use of tact and judgment and initiative in solving operational and property related problems; assists with the application process in determining eligibility, monitoring and ensuring compliance with dwelling leases agreements; assists with management of rental programs, grounds maintenance and security of the property. Supervision is received from the Asset Manager who interprets regulations and assists in resolving problems and reviews work for effectiveness and accuracy following established policies and procedures.

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. Assist the Asset Manager in supervising the Housing Coordinators 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 with the application process to determine eligibility for Public Housing and processes, including, but not limited to: determines family income, rent supplements, income verifications, and exercises 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.

3. Assist with the management of the rental program to assure eligibility following departmental and HUD guidelines, including, but not limited to: enforces lease and rent collection program, processes move-out paperwork, inspections of units in a timely manner, transfer requests, annual recertifications, monthly rent-rolls, rental adjustments and ensures household income and family composition is in compliance with policy and procedures and Federal regulations. Monitors
delinquencies and initiates past due rent collections, handles and resolves complaints regarding applicant’s concerns about eligibility orineligibility. Initiates evictions proceedings as needed. Refers resident for appropriate counseling when necessary.

4. Assist the Asset Manager with the coordination of residents’ services for apartment complex, including, but not limited to: investigates complaints, disturbances and violations of rules and regulations, responds to questions and complaints from the residents and the public; prepares announcements newsletters or calendar of events, shows apartments to prospective residents.

5. Assist the Asset Manager in overseeing and guiding the Community Center Coordinators in coordinating activities for the community center.

6. Assist with annual interviews and in-house inspections to update files and conducts 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.

7. Assist the Asset Manager with management of financial operations, including, but not limited to: preparation of annual operating budgets, inventory of all property, reconciliation of rent collections; safeguards deposits and accounts for rental receipts.

8. Assist the Asset Manager in supervising maintenance staff and managing the maintenance of buildings, completing work orders for repairs, and conducting grounds maintenance in a manner that is in compliance with HUD guidelines, rules and regulations, including, but not limited to: inspections of grounds and facilities determining necessary repairs and maintenance to include move-in and move-outs, inspections of property for damages, graffiti hazardous conditions to ensure grounds and units are properly maintained.

9. Assist the Asset Manager in overseeing building, ground maintenance, and the security of the property. Provides assistance through the following procedures:
   a. Inspects apartments as needed to include move-ins and move-outs.
   b. Takes work orders from residents and assigns to maintenance crew or contacts maintenance contractors.
   c. Follows up with resident to ensure that work was completed.
   d. Ensures that maintenance employees are on-call to handle emergency repairs.
   e. Acts and makes decisions in the Asset Manager's absence.
   f. Notifies resident of payment for work order repairs due to resident neglect or damage.

10. Assist Asset Manager in promoting Resident Council meetings and activities necessary for conducting resident business.

11. Assist the Vice President of Housing Operations and Asset Manager in evaluating market conditions and trends for competitive services, monitoring contractors for compliance and control costs and recommending contract cancellation or renewal based on past performance.

12. Counsel resident’s delinquent in paying rent and service charges in an attempt to secure overdue rents and charges to minimize Tenant Account Receivables (TARs) and collection losses before eviction procedures begin.

13. Assist with the annual reexamination for continued occupancy. Assists with staff activities related to the annual reexamination of rent and interim rent adjustments, including verification of resident-supplied data, recalculation of net income and rent, etc.
a. Perform receptionist functions to include answering telephone, distributing utility checks, providing assistance to residents and the public using a telephone and computer, following departmental rules, regulations, and guidelines in order to assist the public with issues related to public housing.
b. Answer questions from residents and others regarding public housing policies and procedures.
c. Make referrals to Asset Manager maintenance workers regarding needs of residents, such as assistance for household, utility, medical, and

d. Distribute utility allowance checks received from the Housing Authority to residents by issuing check and obtaining signature from resident indicating the date received
e. Assist in processing incoming/outgoing mail.

14. Assist Asset Manager in maintain office supply inventory and orders supplies as needed, such as, forms, paper, pens, envelopes, and other office supplies.

15. Collect data for various reports, verifies information, and prepares reports such as Tenant Adjustment Report, Cash Summary Report, and move-in and move-out reports.

16. Assist the Asset Manager with the following procedures:
   a. Screening of prospective new residents.
   b. Verifying income, child care, household member’s employment history, and all documents needed to verify current status of residents in order to ensure terms of lease are met.
   c. Types leases, forms, letters, resident notices, and reports in order to update and maintain all transactions of resident files and repairs for apartments.
   d. Conducts orientation for residents to explain lease agreement, rent collection policy, maintenance of property, utilities, and HHA rules and regulations.
   e. Notifies residents by sending notices of annual reexamination date prior to lease expiration date.
    Computes rent and subsidy payments according to established formula and HUD regulations.

17. Supervise two or more full-time employees (in the absence of the Asset Manager), processes employee concerns and problems, directs work, and disciplines following personnel rules and regulations and departmental policies and procedures in order to ensure the goals and objectives are carried out according to organizational standards and procedures.
   a. Adjusts work schedules to cover absences and/or meet division needs
   b. Monitors quality of work, identifies problems, and recommends corrective action
   c. Recommends and/or initiates disciplinary actions according to applicable departmental policies and procedures.

**Supervision:** (Assist the Asset Manager in supervising the Housing Coordinators and Administrative Housing Clerks, if applicable.)

**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, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds, and 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 typewriter, 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. Must be able to work, move, carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc.

**Required Knowledge and Abilities**

1. Knowledge of standard office practices and procedures, to include, typing, filing, greeting visitors, and answering the telephone as needed to support the general functions of the Housing Complex.

2. Knowledge of the 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.

3. Knowledge of plans, programs and organizational structure of the Housing Authority as required preparing monthly reports and staying abreast of housing vacancies, availability and assignment of vacant units.

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

5. Knowledge of federal, state and local codes and ordinances pertaining to residential, multifamily facility design, construction and maintenance.

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

7. Knowledge of financial planning and budgeting procedures to include projecting and tracking expenditures and revenues as required to develop, debiting and crediting accounts; administer and monitor the Housing Complex’s operating budget; analyze and interpret financial data and prepare financial reports, statements and/or projections.

8. 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.

9. Knowledge of methods for assembling, preparing and analyzing statistical information or reports.

10. Knowledge of procedures used to calculate principle, interest, taxes, fees, discounts and payment schedules.

11. Knowledge of restrictions and proprietary standards regarding discussion of organization operations, plans, problems or relationships with other organizations.
12. Ability to communicate effectively, both written and orally with persons of all ethnic and educational background, maintain an appearance of calmness or composure in dealing with unsatisfied or angry individuals or associates, projecting a positive image of the Housing Authority Birmingham District.

13. Ability to effectively plan and organize work to include time management, prioritizing, handling multi-tasks, meeting deadlines, etc.; respond to problems in a timely and effective manner.

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

15. Ability to plan, organize and assist with the management of a large-scale low rent housing community.

16. Ability to read and interpret documents such as legal documents, contracts and procedural manuals.

17. Ability to implement proper cost controls or inventory measures as required, operating within budgetary limits.

18. Ability to investigate and analyze conflicts, complaints or problems involving tenants or the public in unpleasant or risky situations and to take the appropriate actions.

19. Ability to work independently with minimum supervision and to initiate projects or actions to resolve or prevent problems.

20. Ability to transcribe numerical information from one document to another. Ability to accurately recognize and recall a series of numbers, (i.e. telephone numbers, zip codes/accounts codes; detect errors or discrepancies in the entry of records, posting data, or other log entries.

21. Ability to read detailed instructions, such as maintenance manuals, equipment information or trade textbooks in order to troubleshoot/service/repair equipment.

**Minimum Education, Training and Experience**

1. Bachelor’s Degree and one (1) years’ experience in housing or maintenance operations and supervisory experience, OR an Associate Degree with minimum of two (2) years’ experience in housing or maintenance operations and one (1) year of supervisory experience or High School diploma or equivalent and four years (4) years’ experience in housing or maintenance operations and two (2) years supervisory experience.


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

4. Must be certified from a Credited Private Property Management Certification Program within two years of employment.

5. 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’s license and safe driving record for those required or allowed to drive on behalf of HABD.

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