

# **HOUSING AUTHORITY** of the **COUNTY OF MONTEREY**

## **ASSET MANAGER**

(FLSA Exempt)

July 27, 2020

### **DEFINITION/PURPOSE:**

Plan, coordinate, and supervise the development, implementation and delivery of project or community housing activities and operations of an assigned geographical housing area within the County. Coordinate assigned activities with other divisions, outside agencies, and the public, and provide highly responsible and complex staff assistance to the Executive Director. Assists the Executive Director in the development and implementation of programs that maximize the probability of accomplishing Authority goals and objectives. Key areas of responsibility are: Fiscal Management, Compliance, Community Outreach, as well as Internal and External Partnering.

### **DISTINGUISHING CHARACTERISTICS:**

This management classification is responsible for the development and implementation of the Authority's activities and operations within the various housing regions of its service area. The classification keeps the Executive Director advised of operational issues, resolving those problems within his/her scope of responsibility, and recommending solutions to problems outside his/her scope. It differs from all other classifications in that it is responsible to the Executive Director for the integrity and effective, efficient, and fair day-to-day administration and operation of the assigned Authority housing programs.

### **SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general administrative direction of the Executive Director, with significant independence.

The classification exercises direct and general supervision over Property Management Specialists I and II, Migrant Center Specialists, Maintenance Workers I, II and III, Office Assistants, and Residential Caretakers at assigned properties.

### **ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Develop positive working relationships with Property Management staff and other departments within the agency.
- Build a positive team atmosphere

- Stays current with compliance and regulatory requirements (e.g. Fair Housing, HUD, TCAC, COS) and ensure that property portfolio and staff are in total compliance.
- Ensure completion of annual and interim re-certifications on schedule.
- Ensure that property files are maintained.
- Achieve satisfactory on MOR, TCAC and other regulatory reviews.
- Maintain current Certified Occupancy Specialist and Tax Credit Specialist certifications.
- Ensure that a preventative maintenance plan is established, executed, and maintained for each property in liaison with facilities.
- Ensure vacant units are turned over in 3-6 days
- Ensure all work orders are documented and completed in a timely and efficient manner.
- Ensure tenant complaints are handled diplomatically with timely resolution.
- Plan, organize and direct the day-to-day management and maintenance operation of project and community housing. Supervise staff executing the day to day delivery of services.
- Participate in the selection of staff. Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and timecards.
- Respond to tenant, staff, and public inquiries and complaints, both verbally and in writing, regarding policies and programs. Resolve issues pertaining to area programs. Advise the Executive Director, in a timely manner, on necessary actions, problems, or requirements.
- Research and answer queries regarding program regulations. Create and update management policies for a variety of housing programs and property management.
- Participate in the planning for and implementation of new programs in development and coordinate the start-up of new developments
- Participate in the coordination meeting with outside agencies concerning specialized housing programs.
- Seek out, maintain, and share knowledge of changing laws and program regulations for a variety of housing programs. Review and prepare comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Conduct, participate, and give information during resident meetings. Conduct lease enforcement meetings with residents and mediation agency during termination procedures. Maintain effective tenant relations.
- Conduct random audits of tenant files and periodic housing quality inspections of tenant units.
- Monitor property expenses, tenant account receivables, and monitor and approved utilities consumption expenses.
- Monitor incoming rent schedules, rent increases and renewals on an ongoing basis.
- Participate in the planning and development of budgets for the housing programs and property management.
- Prepare late rent notices for service, and coordinate tenant evictions. Complete and implement utility allowance updates.
- Complete a variety of reports for Board meetings, HACM, MCHA, MCHIAA, and MCHADC. Complete and/or coordinate completion of regular reports for a variety of housing programs. Coordinate the record keeping and submission of PHAS information to HUD.

- Coordinate the rehabilitation of housing units with modernization and maintenance.
- Serve as a policy and program advisor to the Executive Director regarding management and operations issues and other department-wide matters.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives and statutes and Authority policies, and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Board review and approval.
- Undertakes special assignments as directed by the Executive Director.
- Maintain regular and consistent attendance.

**OTHER JOB FUNCTIONS:**

- Represents the Authority at the local level in public relations and community affairs.
- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and practices of public or assisted housing program administration. Principles and practices of managing rental or public housing property. Principles and practices of personnel supervision and training. Principles of tenant and landlord law. The requirements of eligibility determination for a variety of subsidized housing programs. Principles and practices of interviewing, record keeping, statistical analysis and reporting. Federal, state and local laws and regulations pertaining to the housing programs of the Authority. Local social services agencies and their programs and their availability. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market. Maintenance principles as they pertain to rental housing units. Public housing laws, and agency rules, regulations, and standards.

Ability to – Plan, organize, coordinate, direct, and monitor programs and projects in a manner that maximizes their local effectiveness. Supervise the work of assigned subordinate personnel. Comprehend and interpret complex rules, regulations and laws and think logically. Make decisions integrating regulations and laws appropriate to the programs administered. Exercise sound and independent judgment within established guidelines. Maintain confidentiality. Analyze, interpret data and prepare clear and concise reports and correspondence. Establish and maintain effective working relationships with the community and others contacted in the course of work. Interpret and explain and increasing array of housing programs and their substance. Communicate complex ideas clearly, concisely, and effectively both orally and in writing; and speak effectively before groups. Maintain the mental capacity to make sound decisions and the physical capability to perform the duties assigned. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier. Possess a Public Housing Manager Certificate and Farm Labor Housing certification.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest  
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

- Bilingual skill in English and Spanish is desirable.

- Be insurable by the Housing Authority's insurance carriers.

### **EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Four (4) years of increasingly responsible experience in an administrative position in a housing authority or other public assisted housing agency directly supporting daily housing operations. Such experience should include two years of demonstrated experience in management of low-income housing and the enforcement of their rules and regulations.

Education – Possess an Associates Degree from, or two full academic years of study at, an accredited college or university with a major course work in social science, behavioral science, public or business administration, or a related field. Possession of a bachelor's degree from an accredited college or university with a major in one of the related fields is desirable.