

## **EMPLOYMENT ANNOUNCEMENT**

### **ASSET MANAGER** (Internal/External Recruitment)

#### **FINAL FILING DATE**

September 30, 2019

#### **SALARY**

Starting at: \$37,000 Annually  
(Negotiable, D.O.Q.)

#### **NATURE OF THE POSITION**

Under the direction of the Housing Programs Director, this position is responsible for the effective management and operation of the assigned properties. Duties include, but are not limited to fiscal and marketing activities, supervision of assigned staff, tenant eligibility and tenant relations and addresses proper maintenance of units, buildings and premises. Enjoys a high degree of autonomy and exercises independent judgment.

#### **ESSENTIAL JOB DUTIES** (Include but not limited to the following)

- Develops, recommends, implements and monitors approved budgets for assigned properties and ensures performance to budget.
- Prepares and submits requires fiscal and statistical reports.
- Prepares requisitions for supplies, materials, services and equipment.
- Executes, enforces and evaluates lease agreements and counsels tenants on the consequences of violations.
- Processes recertifications and interims; investigates and resolves tenant conflicts.
- Assists in gathering and finalizing data for use at informal and formal reviews/hearings; implements legal processes for delinquencies.
- Performs annual and move-in/move-out inspections and necessary work orders to ensure proper maintenance of units.
- Does walk-through introduction of unit with new tenants.
- Approves contractor's request of payment for specialized services.
- Assigns emergencies after normal working hours to assigned staff or on-call employee/vendors.
- Maintains records of tenant actions and related documents.
- Coordinates with maintenance staff for identified routine and extraordinary building and grounds maintenance.

- Assists in interviewing and hiring of staff.
- Evaluates the performance of staff; trains staff.
- Develops and maintains both a short and long-term maintenance plan.
- Requisitions, receives and provides asset control of equipment and supplies.
- Receives phone calls and greets walk-ins.
- Maintains excellent customer relations with the community, tenants and agency staff.
- Performs any all related duties required to ensure the smooth, efficient operation of all assigned properties.

### **ESSENTIAL QUALIFICATIONS**

An individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required to perform these essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

Equivalent to two years of college (48 units or more).

At least four (4) years of experience which includes any combination of demonstrated skills in property management, fiscal management, customer relations and supervision of employees.

Any combination of education and experience that would demonstrate possession of the required knowledge and abilities may be substituted for the college education on the basis of one (1) year of equivalent experience/education/training to be equal to 24 semester units of the education requirement.

### **EMPLOYEE BENEFITS**

Flex Work Schedule: The Agency works a 9/80-work schedule; closed every other Friday.

Vacation: Ten days of paid vacation. An additional five days per year of annual leave is provided after completion of 5, 10, 15, and 20 years.

Holidays: 13 paid holidays, plus 40 hours management leave.

Sick Leave: 12 days of paid sick leave per year with unlimited accumulation.

Retirement: The Housing Authority participates in both Social Security and Public Employee's Retirement System (CalPERS).

Deferred Compensation: The Agency offers a deferred compensation plan to all employees.

Health/Life Insurance: Employees are eligible for participation in life, medical, dental and vision insurance with a medical allowance. Dependents may participate in medical, dental and vision insurance. Employees can also participate in the Flex 125 plan.

Disability Leave and Workers' Compensation: The Housing Authority also participates in the State Disability Insurance Program and the California Housing Workers Compensation Authority.

Worksite Assignment: This position may be required to report to multiple worksites, including but not limited to Merced, Los Banos, Dos Palos, Atwater Winton and Livingston.

This position is assigned a "management & confidential" classification and is exempt from Union representation and is also configured to be exempt under FLSA.

**DIRECT INQUIRES FOR EMPLOYMENT APPLICATIONS TO**

Housing Authority of the County of Merced  
Attn: Maria F. Alvarado  
405 'U' Street, Merced, CA 95341  
(209) 386-4139

maria@merced-pha.com  
Subject: Asset Manager Recruitment  
www.merced-pha.com

- No resumes will be accepted in lieu of completed agency application. All applicants must submit a complete and signed agency application and supplemental questionnaire. The Housing Authority will not respond to telephone or electronic inquiries regarding your application status.
- Drug/alcohol tests are conducted as part of the pre-employment physical.
- Criminal/background check and verification of current/previous employment are included in the pre-employment screening process.
- Prior to employment you must furnish proof of your identity and eligibility for employment in the United States.
- An equal opportunity employer.

## Section III

### **580. Asset Manager**

#### Definition:

In accordance with all Agency policies and procedures and under limited direction of the Housing Programs Director, this position is responsible for the effective management and operation of the assigned properties. Duties include, but are not limited to, fiscal and marketing activities, supervision of assigned staff, tenant eligibility and tenant relations and addresses proper maintenance of units, buildings and premises. Enjoys a high degree of autonomy and exercises independent judgment.

#### Essential Duties:

Develops, recommends, implements and monitors approved budgets for the assigned properties and ensures performance to budget; prepares and submits required fiscal and statistical reports; prepares requisitions for supplies, materials, services and equipment; executes, enforces and evaluates lease agreements and counsels tenants on the consequences of violations; processes recertifications and interims; investigates and resolves tenant conflicts; assists in gathering and finalizing data for use at informal and formal reviews/hearings; implements legal processes for delinquencies; performs annual and move-in/move-out inspections and necessary work orders to ensure proper maintenance of units; does walk-through introduction of unit with new tenants; approves contractor's request of payment for specialized services; assigns emergencies after normal working hours to assigned staff or on-call employee; maintains records of tenant actions and related documents; coordinates with maintenance staff for identified routine and extraordinary building and grounds maintenance; assists in interviewing and hiring of staff; evaluates the performance of staff; trains staff; develops and maintains both a short and long-term maintenance plan; requisitions, receives and provides asset control of equipment and supplies; receives phone calls and greets walk-ins; maintains excellent customer relations with the community, tenants and agency staff; performs any all related duties required to ensure the smooth, efficient operation of all assigned properties.

Due to the variety of housing projects and the variety of funding sources for those projects, persons employed in this classification may be chosen for one of the following options depending on the location of the position:

#### Option 1: Asset Manager – Low Income Housing:

Employees chosen for this option will work in developments designated as Low Income Public Housing (LIPH), or any combination of developments owned and/or managed by the Housing Authority.

#### Option 2: Asset Manager – Low Income Housing, Live On-Site:

Employees chosen for this option will work in developments designated as Low Income Public Housing (LIPH), or any combination of developments owned and/or managed by the Housing Authority and be granted an apartment to live on premises as part of their compensation.

Any Asset Manager may be transferred, with the approval of the Executive Director, from one option to another as required by the needs of the Agency and provided they either possess the required training and certifications or can acquire them in a reasonable length of time.

Education and Experience:

Equivalent to two years of college (48 units or more) and at least four years of experience which includes any combination of demonstrated skills in property management, fiscal management, customer relations and supervision of employees. Any combination of education and experience that would demonstrate possession of the required knowledge and abilities may be substituted for the college education on the basis of one (1) year of equivalent experience/education/training to be equal to 24 semester units of the education requirement criteria.

Physical Requirements:

Must be able to speak clearly, hear and have appropriate vision to make thorough inspections of the individual property units and premises; possess manual dexterity of the hands/wrists to operate computer keyboard, calculator and other office equipment; possess strength and flexibility in order to stand, walk, bend, sit and lift up to 50 lbs.; exercise skills in stress management and be able to maintain good attendance.

Abilities:

Must be able to speak, read and write English (bilingual Spanish preferred); manage a variety of programs and tasks; prepare and maintain accurate records; resolve conflicts; supervise and monitor staff work performance; communicate clearly verbally and in writing; maintain excellent customer service; perform simple mathematical calculations; reason sufficiently to define problems, collect data, establish facts and draw valid conclusions; interpret and apply a wide variety of government and agency policies and procedures. Must be able to safely operate a motor vehicle in the regular performance of assigned duties.

Licenses/Certifications:

Mandatory to possess a valid California Driver's License. Must have or be able to obtain within twelve months of hire date, certification as a Public Housing Manager and/or Asset Manager.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on verification as determined by a required, standard, pre-employment physical at the expense of the Agency. Existing permanent Housing Authority employees

are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical examination.

Must be of good moral character as determined by a thorough background check.

Must be a citizen of the United States or an alien who has either been lawfully admitted for permanent residence or authorized to be employed under the terms of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residency or authorized employment, and must provide supporting documents to show identity and employment authorization.

Must maintain a drug-free status in accordance with the Housing Authority Drug Free Workplace Policy.

Classification Status: Management, Exempt (FLSA Administrative Exemption)

02/11

## AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1.  WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2.  BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3.  HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4.  ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5.  AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1.  Male
2.  Female

C. Are you a military veteran?

1.  Yes
2.  No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1.  Yes
  2.  No

E. What is your age group?

1.  18 - 25 years
2.  26 - 35 years
3.  36 - 39 years
4.  40-50 years
5.  51-60 years
6.  Over 60 years

F. How did you know about this job opening?

1.  Newspaper
2.  Friend or Relative
3.  Posting at other agency/organization
4.  EDD, PITD or CVOC referral
5.  Internet Web Site
6.  Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority?  Yes  No

H. Are you currently renting a Housing Authority unit?  Yes  No

**PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION**

**INQUIRIES REGARDING YOUR  
APPLICATION STATUS**

Applicants for positions with the Housing Authority of the County of Merced will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing.

**Therefore, the Housing Authority will not respond to telephone requests for an application status.** As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 3-4 weeks of the closing date of recruitment. We ask for your patience and cooperation in this matter.



## **NOTICE OF REQUIRED DRUG TESTING**

Pursuant to the Drug-Free Workplace Act of 1988, the Housing Authority of the County of Merced is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer Of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

## NOTICE TO APPLICANTS

### Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Housing Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Housing Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Housing Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Housing Authority, although the source of the information may be confidential.

**Only finalists for this position will be required to sign an information release allowing the Housing Authority to make these inquiries as part of a background investigation.** Finalists will be ranked according to oral appraisal, written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.

# APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED  
405 'U' Street, Merced, California 95341  
(209) 722-3501

## INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

**NOTE: Applications not properly completed with all requested information will be subject to rejection.**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(Last) (First) (MI)

MAILING ADDRESS: \_\_\_\_\_  
(P.O. Box) (Street Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
Name And Phone Number Of A Person Who Can Always Reach You

\_\_\_\_\_  
Your Social Security Number

POSITION APPLIED FOR: \_\_\_\_\_

1. If employed, can you provide proof of age? Yes [ ] No [ ]  
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [ ] No [ ]

3. Is any member of your immediate family now employed by the Housing Authority? Yes [ ] No [ ]

If "YES", to whom are you are related? \_\_\_\_\_

What is their relationship to you? \_\_\_\_\_  
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [ ] No [ ]

If "YES", explain fully: \_\_\_\_\_

5. Are you applying for veteran's preference consideration? Yes [ ] No [ ]  
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: \_\_\_\_\_

7. Do you possess a VALID California driver's license? Yes [ ] No [ ]

License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

8. Are there any hours, shifts, or days you cannot or will not work? Yes [ ] No [ ]

If "Yes", please explain: \_\_\_\_\_

9. Are you legally eligible for employment in the United States? Yes [ ] No [ ]  
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? \_\_\_\_\_

-----  
**EDUCATION AND EXPERIENCE**

High School: 9 10 11 12 High School Graduate? Yes [ ] No [ ]  
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [ ] No [ ]

Name of High School \_\_\_\_\_

Location of School \_\_\_\_\_

APPLICATION FOR EMPLOYMENT  
Housing Authority Of The County Of Merced  
Page 3

Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

**DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".**

#1. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: (    )		Job Title:
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: (    )		Job Title:
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: (    )		Job Title:
Reason For Leaving:		

APPLICATION FOR EMPLOYMENT  
 Housing Authority Of The County Of Merced  
 Page 4

List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**ATTACH RESUME OR OTHER SUBMITTALS TO THIS APPLICATION FOR CONSIDERATION**

(Revised 8/2019)

# **STATEMENT OF QUALIFICATIONS**

## **Asset Manager**

Applicant Name: \_\_\_\_\_.  
(Please Print or Type)

1. Please state your experience in:

A. Communicating with applicants/clients:

B. Preparing lease forms, affidavits and maintaining accurate tenant records:

C. Determining income calculations:

D. Performing actual intake or client interviews to extract eligibility information:

E. Conducting inspections/home visits:

F. Property management:

(Continue On Back Of Page)





Statement of Qualifications

Asset Manager

Page 3

5. What do you feel is your **best leadership skill** that you would bring to this position?  
Why is it important to you and your success in this position?

“I hereby certify that the above information is correct and accurate to the best of my knowledge.”

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

**Please fill out the back side of this form, and return it to the Housing Authority** along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

**COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION**

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Please state **COMPLETE** addresses including city, state and zip code.

**Personal References:**

Name: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name Or Relationship Status: \_\_\_\_\_

Date Employed Or Years Associated With You: \_\_\_\_\_

Is This Person Related To You By Marriage Or Birth? [   ] Yes [   ] No

Name: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name Or Relationship Status: \_\_\_\_\_

Date Employed Or Years Associated With You: \_\_\_\_\_

Is This Person Related To You By Marriage Or Birth? [   ] Yes [   ] N

Name: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name Or Relationship Status: \_\_\_\_\_

Date Employed Or Years Associated With You: \_\_\_\_\_

Is This Person Related To You By Marriage Or Birth? [   ] Yes [   ] N

Name: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name Or Relationship Status: \_\_\_\_\_

Date Employed Or Years Associated With You: \_\_\_\_\_

Is This Person Related To You By Marriage Or Birth? [   ] Yes [   ] N