

## 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)

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