



## PEORIA HOUSING AUTHORITY JOB DESCRIPTION

**JOB TITLE:** SENIOR ASSET MANAGER AND MODERNIZATION

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**DEPARTMENT:** ASSET MANAGEMENT AND MODERNIZATION

**FLSA STATUS:** SALARIED – EXEMPT

**RATES OF PAY:** \$55,000 TO \$75,000 WITH BONUSES

### **JOB SUMMARY**

This position is a middle management position that requires extensive knowledge and experience with HUD Regulations and Compliance whose purpose is to coordinate and oversee the operations of approximately 900 housing units, managing the technical and administrative functions of management, maintenance and modernization activities, Tax Credit, Homeownership, and contract administration services for privately managed developments. Coordinate with and supervise program staff in day-to-day management activities of Public Housing, PHA Mixed Finance/LIHTC, Homeownership, and other PHA developments. Plan, develop and implement policies and procedures that will insure the PHA and its residents meet all HUD and IRS regulatory requirements pertaining to the operation and occupancy of public, senior, mixed-finance or other PHA housing programs; improve living conditions for our residents, along with monitoring the operations and budget aspects of the programs to protect and preserve the PHAs assets and programs, and insure long-term viability of the developments, or programs, including, but not limited to, marketing, leasing, occupancy, tenant accounts receivable, maintenance, capital improvements and HUD / LIHTC Compliance. Provides training on the use of various HUD reporting systems, and our system of record.

Oversee the administration of modernization, including project planning, development, procurement, and contract administration.

### **Required Knowledge, Skills and Abilities:**

- Working knowledge of HUD 24 CFR's, and Public Housing eligibility requirements, HUD 4350.3 and Section 42 Internal Revenue Code - LIHTC Compliance related to affordable housing management.
- Knowledge of HQS, Public Housing UPCS and REAC Inspection requirements, ability to monitor inspections and train site staff in same.
- Ability to make mathematical computations quickly and accurately; maintain clear and accurate records; ability to compose reports and presentations for superiors and other parties to communicate ideas clearly.
- Prepares a monthly Management Information Systems report which reflects the PHAs, SEMAP, LIHTC, or other program position relative to applicable measurement that result in scoring or funding outcomes.
- Ability to analyze organizational needs, requirements, prepare recommendations and train staff as needed. Ability to coordinate the work of departmental staff and delegate responsibilities effectively.
- Working knowledge of administrative procedures and equipment; strong computer skills, strong skills in oral and written communication.
- Considerable knowledge of research techniques, information resources, information evaluation and reporting techniques including processes and/or forms for correct implementation (HUD and LIHTC Regulatory Compliance).
- Working knowledge of IL State Housing Finance and HUD Management Review processes. Familiarity with PHAS evaluation processes in support of the Public Housing, Finance and Construction Services.

- Ability to exercise judgment, tact and diplomacy; ability to develop and maintain effective working relationship with associates, employees, representatives of other organizations, regulatory agencies and the general public.
- Strong work habits that include setting priorities and planning strategies; setting a positive example for other PHA staff.

**Main Responsibilities and Duties:**

- Responsible for the planning, organizing, and management of Capital Fund projects and building modernization.
- Evaluates and prioritizes proposed renovation and programs in collaboration with Asset Managers.
- Analyzes, participates in, and performs a variety of technical processes, including bid document preparation; bid phase consultation and coordination, bid evaluation; award of contracts; change order processing; and consultation monitoring and close outs.
- Oversees inspections of ongoing projects to ensure adherence to building codes, quality standards, and compliance of specifications; ensures integrity of approved projects in all phases of project development and implementation.
- Establishes and maintains reporting systems to monitor performance standards and to ensure that written records of performance of both people and sites are maintained.
- Reviews expenditures relating to modernization and development projects; creates estimates and resolves all technical problems relating to the costs or labor and materials, the development of standards, documentation and organizational structure, and other business processes.
- Monitors projects in progress, ensuring that project objectives are being met and that contractors' work product is consistent with contract terms, taking appropriate and prompt action in the event of deficiencies; reviews change orders to ensure accuracy and appropriateness of request.
- Assist department in providing support to on-site management and maintenance staff in implementation of unit turnover, marketing, leasing and resident retention activities to maintain a 3% or less annual vacancy rate.
- Assist asset managers in implementation of collection policies and activities to maintain 2% or less in annual resident receivables. Participate in resident counseling as needed, making repayment agreements when necessary; provide support to on-site staff.
- Assist asset managers in the creation, review and approval of all budgets for site-based asset management.
- Assist department staff with the periodic review of policies, procedures and governing regulations to determine if new rules have been implemented that would necessitate changes to applicable PHA Policies & Procedures, 1 and 5 Year Plans, ACOP, etc. Approve modifications to processes, procedures and documents as needed. Work in conjunction with other department Directors/Managers to insure efficient implementation and effective enforcement of changes as needed including the newest policies, procedures, etc. are posted or available to public for review and/or comment at the central and all satellite management offices, as applicable. Initiate any PHA Board Actions, as applicable.
- Provide support and work in cooperation with asset managers, on-site staff, law enforcement and other resources to identify problem residents; support staff in the collection of historical data in support of management decisions; review and approve or disapprove actions that could result in a lease termination and/or eviction and follow through with the eviction process as needed. When necessary, assist asset manager with cases that may require the PHA attorney.
- Develop a hearing panel in accordance with HUD regulations governing the public housing program. May act as Hearing Officer for the applicable PHA grievance procedure/process as related to the Public Housing or Project-based Voucher clients within the Housing Operations portfolio.
- Assist asset managers, on-site staff and residents in the implementation of an on-going plan to improve social conditions within the community, utilizing all available means and partnerships with other community agencies and organizations.
- Assist asset managers and site staff with the development and implementation of a Resident Safety Education Program designed to reduce safety hazards, including but not limited to, emergency procedures for accidents such as fires, gas leaks, heating and electrical disruptions and other emergencies develop.
- Assist asset managers and site staffs with the implementation and enforcement of a Resident Fraud and Abuse Program incorporating rent review, verification, counseling, prosecution, etc. to deter and/or prevent same within

the HUD and LIHTC programs as applicable and ensure residents are paying the appropriate rents based on program requirements.

- Insure compliance by asset managers for the on-site management and maintenance staff's periodic inspections of the development buildings, grounds, systems and units to identify problem areas; recommend and follow through with implementation of short or long term corrective actions as applicable; assist in development and implementation of a site-based Preventative Maintenance Program.
- Insure coordination and compliance with appropriate regulatory agencies, as needed, for annual UPCS and REAC Inspections; follow-up on corrective actions, as applicable.
- Provide monthly, quarterly and annual compliance reports to Chief Executive Officer, owners, PHA Board of Commissioners, and IL State Housing Finance & Development Authority, as applicable.
- Coordinate with IT and Finance, as applicable, for timely submission of PIC data as related to Housing Operations inventory.
- Perform at least probationary and annual evaluations on all assigned departmental staff. Ensure evaluations are performed in a timely, accurate, comprehensive and objective manner.
- Coordinate and participates in after-hour callouts; assists maintenance staff after hours as required; completes and signs off on all paperwork related to overtime, ensuring that paperwork and overtime hours claimed are accurate.
- Fill-in for asset managers on leave or when vacancies occur.
- Perform other duties as assigned by the Chief Executive Officer.

#### **QUALIFICATIONS, KNOWLEDGE AND SKILLS:**

- Bachelor's Degree in Business, Urban Planning, Public Administration, or a related field from an accredited college or university.
- Five (5) or more years of progressive management and supervisory experience, with at least four (4) or more years of overseeing a public or private housing management division and maintenance practices OR eight (8) years equivalent combination of education and experience in housing and commercial management.
- Extensive knowledge of federal, state, and local laws, rules, and regulations pertaining to low income housing including knowledge of Housing Authority programs.
- Demonstrated ability to supervise a team.
- Knowledge of principles, practices and techniques of project and financial management, budgeting, data processing and landlord/tenant lease enforcement.
- Knowledge of housing quality standards and maintenance of facilities including dealing with vendors and contractors.
- Ability to effectively plan, direct, and supervise the work of others, delegate responsibility and authority, and hold others accountable for tasks assigned. Operate within departmental budget.
- Excellent interpersonal skills communicating clearly, effectively, and concisely both orally and in writing.
- Valid driver's license in good standing; Eligible for coverage under the PHA fleet auto insurance.
- Tax Credit Certification
- Certified Property Manager® (CPM) Certification preferred.
- Property Management Certification in accordance with HUD guidelines within 1 year of employment.
- Maintenance Management Certification within 1 year of employment
- Uniform Physical Code Standards Certification within 1 year of employment
- Proficient user of modern office equipment and computer applications as related to the work.

**MATERIALS AND EQUIPMENT USED:** Personal Computer, Calculator, General Office Equipment, Cell phone

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations could 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 sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed in a normal office environment with regular exposure to outdoor temperatures, dirt and dust. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Often involves visits to outdoor developments, sites, dwellings or facilities.

The noise level in the work environment is usually moderate.