JOB POSTING

*AFFORDABLE HOUSING ASSET MANAGER*

**GENERAL DESCRIPTION:**

The Tarpon Springs Housing Authority (TSHA) and the agency’s instrumentality non-profit, The Local Community Housing Corporation (LCHC), are seeking a highly qualified professional to serve in the role of Affordable Housing Asset Manager. The primary function of the Affordable Housing Asset Manager is to assist in all aspects of the administrative, financial, capital and operations of the housing authority and non-profit agency. The position reports to the Executive Director. This is a professional administrative and technical position which involves planning, directing and coordinating the TSHA’s day-to-day operational business activities, and supervision of 3 staff responsible for public and affordable housing, property management and maintenance of properties. The Affordable Housing Asset Manager must be extremely knowledgeable in HUD and State of Florida rules and regulations. The Affordable Housing Asset Manager must demonstrate ability to develop and maintain professional, effective and cooperative relationships with TSHA staff team, HUD personnel, neighboring housing authorities, partners and other local, State and Federal entities in order to assure maximum effectiveness and efficiency of assigned programs.

TSHA has completed three major new developments in the last twelve years through HUD housing asset repositioning programs with mixed financing opportunities. The nonprofit continues to grow empowering diversified services for the community including a full-service child care center for youth 5-17 years of age and a variety of affordable housing opportunities. The Affordable Housing Asset Manager must be extremely knowledgeable in HUD and State of Florida rules and regulations. Oversight includes: operational management; public and Section 8 housing programming; property management; Federal and state policy and compliance and sustainability objectives for the agencies. The Affordable Housing Asset Manager must demonstrate ability to develop and maintain professional, effective and cooperative relationships with TSHA staff team, HUD personnel, local housing authorities, partners and other local, State and Federal entities in order to assure maximum efficacy and quality of assigned programs. The Affordable Housing Asset Manager reports to the ED of the TSHA and Secretary Treasurer of the LCHC.

Applicants must have:

* Bachelor’s Degree with a strong concentration in business, finance, accounting, public administration and/or real estate property management
* Five (5) years of real estate and/or property management/asset management experience or five (5) years of related experience in public housing i.e. Public Housing and/or Section 8 Program Guidelines and Administration; Affordable Housing Mixed Finance; and, Public Housing Modernization and Redevelopment
* Five (5) years of experience in community development planning and improvements, fiscal responsibility and accountability, and/or management of LIHTC and RAD assets
* Specific experience in repositioning HUD programs preferred
* Specific experience in managing low-income housing tax credit housing program and property portfolio
* Industry Credentials / Accreditations directly related to advertised position preferred: CAM, CPM, PHM, HCC, LIHTC certification, etc.
* Computer proficiency and software knowledge such as: Microsoft Office package- WORD; Excel; Outlook calendar and task completion system; Powerpoint; SACS Accounting System; and HUD Secure Systems modules
* An equivalent combination of education and experience
* Bilingual, English Spanish speaking preferred
* Possession of a valid Florida Driver License
* Must be insurable by TSHA’s fleet insurance carrier

Applicants are asked follow the link below to submit a cover letter and resume or they can email it directly to the Asset Manager, [Kelly.hale@tarponhousing.com](mailto:Kelly.hale@tarponhousing.com). A detailed job description is available upon request.