TARPON SPRINGS HOUSING AUTHORITY (TSHA)

JOB DESCRIPTION: *AFFORDABLE HOUSING ASSET MANAGER*

**STATUS:** Full-time; Hourly **PAY RATE:** $50,000.00 - $70,000.00

**DATE:** July 2022

**GENERAL DESCRIPTION:**

The primary function of the Affordable Housing Asset Manager is to assist in all aspects of the administrative, financial, capital and operations of the Tarpon Springs Housing Authority (TSHA) and the agency’s instrumentality non-profit, The Local Community Housing Corporation (LCHC). 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.

**REPORTS TO:** Executive Director (ED) of the TSHA and Secretary Treasurer of the LCHC

**SUPERVISORY RESPONSIBILTIES:** Property Management and Maintenance Staff

**ESSENTIAL POSITION FUNCTIONS:**

***Operations Management***

* Administer effective and efficient property management, maintenance operations, and staff supervision in alignment with the agency’s mission and value of delivering outstanding client service and commitment to agency performance.
* Monthly review of all property and housing program operating statements and asset reporting for TSHA/LCHC’s portfolio.
* Supervise and support property manager and maintenance personnel with their responsibility in providing housing quality that meets HUD standards with keen attention and detail to risk management and asset sustainability. This includes coordination and facilitation of unit and property inspections, responsive resolution of repairs and improvements and proper documentation for record keeping and online data management.
* Lead online data management for all HUD related programs through online modules such as but not limited to: HUD Secure Systems modules such as PIC and inspection reporting, accounting data management system, etc.
* Oversee agency information technology (IT) personnel compliance, technology needs and sustainability: liaison between contracted IT companies, basic trouble-shooting, facilitate work order needs and maintain capital inventory.
* Provide leadership, direction, evaluation and coaching to al personnel in the areas of performance management, problem resolution, planning and specific work assignments.

***Asset Management***

* Assist the ED in affordable housing real estate development, acquisition and disposition housing opportunities.
* Oversee public / Section 8 and affordable housing program activities in compliance with mandated policies and procedures such as HUD, RAD, LIHTC, and other programs administered by HUD and State tax credit administrator.
* Assist the Executive Director and development team in the due diligence and underwriting process of potential affordable housing acquisitions. Financial analysis, market studies and industry standard reporting (i.e. variance reporting, discounted cash flows, IRR’s, ROI, DSCR, etc.)
* Oversee third-party property management contracted services to manage TSHA/LCHC property assets.

***Policy and Compliance***

* Lead procurement and contract execution in accordance with the TSHA’s Procurement Policy and in compliance with Federal, State and local laws. Responsible for preparation of solicitations for goods and services and the administration of contracts made with consultants, vendors and partners.
* Stay abreast of public housing, multifamily, tax credits and development opportunities by acquiring knowledge of HUD regulations, ordinances, publications and by attendance of professional conferences, trainings and meetings. Monitor changes in Federal, State and other regulations; assess impact on the TSHA/LCHC and inform the ED thereof.
* Oversee program activities for special projects entered into with Pinellas County Community Development and/or other funding agencies such as State, local and foundations/nonprofit organizations.
* Participate in Board governance administration for TSHA and LCHC Board Meetings: assist with developing Board correspondence such as monthly reporting packet, lead Board coordination and development of Resolutions, attend monthly meetings and support personnel in ensuring accurate record Board meeting Minutes.

***Sustainability***

* Work closely with the ED in realizing TSHA/LCHC’s future growth and strategic response to an ever-increasing demand for affordable housing and client services.
* Assist the ED with implementation of department goals, objectives, policies, and procedures and ensure activities are in compliance with all laws, policies, regulations and goals.
* Propose strategic goals and objectives for all aspects of the TSHA/LCHC agency portfolio.
* Assist the ED in development and implementation of annual operating and capital budgets.
* Participate on various advisory committees and civic/human services organizations to promote TSHA/LCHC’s housing programs and to maintain a positive profile with local agencies.
* Act on behalf of the ED in their absence.
* All work is performed under the direction of the ED with wide latitude allowed for exercising independent judgment in planning and performing work.
* Other duties and responsibilities as assigned by the ED.

**KNOWLEDGE AND SKILLS**

* Knowledge of HUD housing programs and housing authority compliance in addition to other stakeholder policies and procedures such as Federal, State, Pinellas County and City.
* Knowledge of nonprofit administrative, operational business activities and compliance in as it relates to stakeholder expectations such as Federal, State, Pinellas County and City.
* Knowledge of policy and principles of: property management; personnel supervision; public administration; budget administration; and, contract and services procurement.
* Experience in report preparation and effective communication techniques both qualitative and quantitative, and the ability to analyze documentation such as contracts, agreements and data to formulate recommendations.
* 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.
* Effective communication skills in the English language, both orally and written are essential. Written documents are to be produced using proper sentence structure, grammar, spelling and punctuation.
* Bilingual, English and Spanish speaking preferred.
* Ability to establish and maintain a mutually supportive work environment with all employees, officials, clients, the public and other agencies reinforcing a team-oriented environment placing the interest of team and the agency mission above their own.
* Ability to prioritize and effectively manage multiple projects and task completion in accordance with established requirements, expectations and timeframes. In addition, utilization of Microsoft Office 360- Outlook time management system to track project progress and action commitments.
* Possess the ability to adapt to change in the work environment. Must be able to work with interruptions, respond calmly and professionally to emergencies and demonstrate the ability to provide quality and professional services to a culturally diverse population.
* Ability to anticipate potential problems, lead with effective resolution and facilitate timely appropriate corrective action.
* Display a high level of energy focused on productivity, quality due diligence and efficacy.
* Display strong organizational communication and record keeping skills.
* Possess a strong interest in real estate development and understanding of asset management and acquisition valuation and concepts.
* Possess a strong interest in community empowerment, social responsibility, client upward mobility and improved quality of life and neighborhood beautification.
* Advocate for personnel performance growth through coaching style of supervision with the intention of maintaining effective workforce and loyalty to the long-term sustainability of the TSHA/LCHC agencies.
* Treat all people with respect, work with integrity and professional ethics, uphold the agencies values and represent the agencies in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the rules of ethics outlined in the TSHA’s Personnel Policies and Procedures.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

* Bachelor’s Degree required 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 program and property portfolio
* Industry Credentials / Accreditations directly related to advertised position preferred: CAM, CPM, PHM, HCC, LIHTC certification, etc.
* An equivalent combination of education and experience.
* Possession of a valid Florida Driver License.
* Must be insurable by TSHA’s fleet insurance carrier.

**ESSENTIAL PHYSICAL SKILLS:**

* Able to walk properties.
* Able to operate a motor vehicle safely and have an acceptable driving record.
* Able to sit at a desk or conference table for extended periods of time.

**ENVIRONMENTAL CONDITIONS:**

* Executive office environment and affordable housing properties through out the City of Tarpon Springs
* Some traveling involved between various sites and out of town professional training.

**ACCOMMODATIONS:** Reasonable accommodations will be made for otherwise qualified individuals with a disability.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed through consultation with immediate supervisor. Job description and responsibilities may be modified when deemed appropriate by management and must be communicated to employee. Executive management will review job description on an as needed basis and annually at a minimum.

By signing below, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(employee name) agrees to the terms detailed in this Affordable Housing Asset Manager job description with recommended performance goals if applicable and accepts the position terms as outlined in the official employment office letter. Employee performance will be formally reviewed on a regular basis and documented by management annually or as needed.

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Employee Name Executive Director Signature

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Employee Signature Date

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Date