



Springfield Metropolitan Housing Authority  
101 W. High Street  
Springfield, OH 45502  
937-325-7331

## **POSITION OPENING**

### **PUBLIC HOUSING DEPARTMENT**

CLASSIFICATION TITLE: ASSET MANAGER

SALARY RANGE: BASED ON EXPERIENCE AND EDUCATION

REPORTS TO: EXECUTIVE DIRECTOR

JOB LOCATION: OFF-SITE

PLACE OF APPLICATION: SMHA MAIN OFFICE

OPENING DATE: 05/08/18

CLOSING DATE: until position filled

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

**ANYONE INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST PRESENT A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO: SMHA, Attn: Asset Manager, 101 W. High Street, Springfield, Ohio 45502 or via email at [stephaniec@smhaohio.org](mailto:stephaniec@smhaohio.org) NO LATER THAN - until position filled.**

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.

**\*NOTE: FILLING THIS POSITION IS CONTINGENT UPON THE APPROVAL OF REVISED BUDGETS**

**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY  
POSITION DESCRIPTION**

Position Title: Asset Manager

As of Date: February 26, 2008

Revised: July 10, 2015

Department: Public Housing

**General Statement of Duties:**

Responsible for the quality of life as well as the physical and financial condition of the assigned property. Maintains the integrity of the property and ensures resident satisfaction. Directs and supervises the performance of all other site staff. Works with the Executive Director and participates in the planning and redevelopment processes.

Reports to: Executive Director

Supervises: Site Employees

Pay Grade: Salaried/Exempt

**Essential Duties and Responsibilities**

1. Responsible for the management of Low Income Federal and/or State Public Housing. Ensures SMHA maintains at least a “standard” performance score under HUD’s Assessment system indicators regarding: the physical condition of the units, buildings and systems; the financial condition of the property; the management performance of the property.
2. Carries out the work of the property in a manner that complies with all applicable Federal, State and local laws, regulations, and PHA policies and procedures related to: Civil and Disability rights; fair labor standards and practices; procurement of goods and services; rental integrity; OSHA standards; data privacy laws.
3. Maintains the financial health of the property and responsibilities include: the preparation of the annual operating budget and revisions as needed; maximizes the property’s income and minimizes expenditures consistent with preservation of the physical plant; minimizes vacant units days and vacancy loss; tracks monthly and year-to-date income and expenditures (and making adjustments to financial practices when needed); monitors cash flow at properties; confirms receipts and makes deposits; purchases goods and services when needed, when policies have been followed, and when funding permits; maintains inventory control of all equipment, materials and supplies assigned to the site; provides information to the Executive Director or other PHA officials as required; prepares or reviews HUD financial reports as required.
4. Directs, controls, monitors and evaluates the performance of all other site staff in compliance with the Personnel Policy and Union Agreements. Organizes schedules, supervises and monitors the quality and quantity of work of the site staff. Works with the Human Resource Personnel to recruit, hire, train, supervise, promote/demote, transfer, lay off, and terminate site staff. Enforces performance standards for all positions supervised, including monitoring performance improvement plans when warranted. Approves and maintains employee time records, leave records, and over-time authorizations. Carries out progressive discipline when

needed. Works with employees to establish performance targets and appraises employee performance at least annually. Trains staff as required.

5. Works with residents to ensure they receive accurate and timely information, opportunities for input, fair hearings on problems, and support for their ideas and activities, which includes: attends Resident Council meetings when invited; supports Resident Council initiatives; when available, facilitate funding for Resident Council activities; meets with residents on request; conducts informal hearings on resident grievances; provides Resident Council with timely copies of the Annual Plan, Five Year Plan and any revisions to policies for review and comment.
6. Takes part in the capital planning and redevelopment process. Obtains recommendations from staff about capital work needed and priorities for such work. Participates in the development of the annual capital plan. Works with the CFP staff in carrying out capital work at the properties (example – obtaining access to occupied units). Inspects and signs off on capital work prior to final payment of contractors.
7. Supervises day-to-day maintenance of the property. Oversees the development of the annual, monthly and weekly maintenance calendars upon which routine and preventive maintenance activities are scheduled and work orders issued. Supervises, logs, and monitors the prioritization, assignment, close-out, and quality control of resident maintenance requests. Ensures 24-hour emergency maintenance service is available. Walks the property to check for skips, curb appeal, hazardous conditions and other needs, and inspects common areas, hallways, community rooms, and interior hallways daily and ensures that work orders are issued to address deficiencies. Inspects vacant units, assigns make-ready work, and tracks make-ready time. Determines when and what residents should be charged for damages and neglect beyond normal wear and tear, keeps a list of “charges in addition to rent” updated and accurate. Conducts Uniform Physical Condition Standards (UPCS) inspections of each unit, documents the results and corrects all deficiencies, including workability of smoke alarms. Coordinates with the HUD UPCS inspector to ensure all units are available for inspection and that all deficiencies noted are corrected within the HUD-specified timeframes.
8. Coordinates with admissions staff to ensure prompt leasing of ready units, notifies admissions staff as soon as possible of resident intent to vacate or skip-outs; takes appropriate steps to process the move-out of families, processes the security deposit in accordance with Ohio law and PHA policies; ensures that the exterior of the property, the route to the unit and the unit itself is clean and attractive prior to showing to a prospective resident; processes new families, including move-in briefing, move-in inspection, calculation of pro-rated rent, regular rent, collecting security deposit and pro-rated rent and updates PHA’s systems with all required tenant and accounting information.
9. Conducts annual reexaminations and interim adjustments to compute rent timely, accurately and in compliance with Admissions and Continued Occupancy Policy (ACOP) and HUD’s Rental Integrity Standards. Notifies residents of their upcoming annual Rexam 90 to 120 days before the anniversary date. Verifies income and deductions in compliance with HUD RIM standards. Computes rent and determines Utility Allowances accurately. Offers all residents a choice between Income-based and Flat Rents at each Annual Reexamination. Notifies residents of rent increases at least 30 days before the recertification date. Documents all actions properly

in resident files and maintains a high standard of file organization. Performs interim adjustments to rent in accordance with PHA's Lease and ACOP.

10. Enforces the lease firmly and fairly on all residents. Conducts orientations for new residents to familiarize them with lease requirements. Sends 14 day notices for non-payment of rent by the 6<sup>th</sup> working day of the month. Processes residents for lease termination when any adult family member, guest or other person under the resident's control engages in: drug-related criminal activity; criminal activity that is a threat to the life, health, or safety of other residents, staff or neighbors of the property; or alcohol abuse that results in a lease violation. Notifies residents promptly, in writing, of any other lease violation, works with them to resolve the violation, and if they fail to resolve the violation, takes prompt action, up to and including lease termination, for failing to correct the violation. Appears in court for site evictions and other lease enforcement actions.
11. Maintains adequate systems for resident safety and security, which includes: deals promptly with any hazardous situations to prevent accidents; enforces the lease for violations of the bans on criminal activity and drug-related criminal activity; coordinates with local law enforcement to prevent crimes and enforce the law.
12. Recommends improved operating policies and procedures. Submits sample wording for such improvements.
13. Submits monthly reports to the Executive Director covering such areas as: property performance under PHAS; compliance issues if any; financial management; crimes and accidents if any; personnel problems if any as well as staff commendations; lease termination; lease enforcement; other resident issues; annual reexaminations.

#### **Other Duties and Responsibilities**

1. Will perform other duties as assigned

#### **Minimum Education Requirements, Licenses, Skills, Abilities, Experience**

- Education: A bachelor's degree in operations, accounting, finance, and/or public/business administration is required; graduate degree in finance or business administration is preferred. Applicants who do not possess the required education may substitute additional directly related experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience
- Experience: A minimum of three (3) years experience as an asset or property manager and supervisor/managing agent of multi-family/senior housing developments is preferred. Experience working at a large, multi-faceted organization is highly beneficial. Five (5) years management, supervisory and administrative experience in working with the U.S. Dept. of Housing and Urban Development programs, and/or Section 8 Housing is preferred. Experience in contract negotiation, budget preparation, fiscal oversight, analyzing and managing a property portfolio is highly beneficial. At least five (5) years supervising employees is preferred.
- Special Skills: Must have the ability to listen and communicate with a diverse group of individuals and must have excellent communication skills, both verbal and written.
- Demonstrate strong cognitive ability in assessing and evaluating problems have capacity in

determining priorities and managing multiple projects commensurate with Housing Authority standards, understand accounting principles to implement site specific budgets.

- Demonstrated skills in lease enforcement, maintenance supervision and budget management.
- Able to work flexible hours and be a team player.
- Must possess a valid Ohio driver's license (or be able to document that the ability to obtain one within 5 calendar days of beginning employment), and show evidence of personal vehicle insurance.
- Able to travel at times.
- Technical Training: Satisfactory completion of PHM training is mandatory for this position and must be completed within one year.
- Physical Demands
  - Balancing: Maintaining body equilibrium to prevent falling over.
  - Carrying: Transporting an object, usually by hand, arm or shoulder.
  - Eye/Hand/Foot Coordination: Performing work through using two or more.
  - Fingering: Picking, pinching or otherwise working with fingers.
  - Handling: Seizing, holding, grasping or otherwise working with hand(s).
  - Hearing: Perceiving the nature of sounds by the ear.
  - Reaching: Extending the hand(s) and arm(s) in any direction.
  - Repetitive Motions: Making frequent movements with a part of the body.
  - Sitting: Remaining in the normal seated position.
  - Talking: Expressing or exchanging ideas by means of spoken words.
- Physical Strengths
  - Lifting: Raising or lowering an object 10-25 pounds.
- Vision Requirements
  - Far Acuity: Ability to see clearly at 20 feet or more.
  - Near Acuity: Ability to see clearly at 20 inches or less.
- Mental Demands
  - Mathematical Reasoning
  - Memorization
  - Oral Comprehension
  - Written Comprehension
- Environmental Conditions
  - Daily inspections requiring frequent walking, rain or shine

**Interpretation (policies, procedures, or practices)**

Follows Admissions and Continued Occupancy Policy, Administrative Policy and HUD regulations.

**Internal/External Contacts**

Frequent contact with residents, staff, SMHA maintenance and Housing Directors. Contact with

Department of Social Services and the US Department of Housing and Urban Development. Contact with the Springfield City Police Department in the case of safety problems.

**Scope of Responsibility**

**Problem Solving**

Problem solving limited to scope of Admissions and Continued Occupancy and Administrative Policy.

**Decision Making**

Make appropriate decision regarding various aspects managing the property, including physical and financial condition. Involved in decisions regarding capital planning and redevelopment process. Make decisions in the best interest of residents.

**Nature of Supervision**

Works independently much of the time. Usually confers with the supervisor on a regular basis.

**Working Conditions**

The work environment will vary. Part of the time it will be that of a normal office setting. The other part will include walking inside and outside the housing buildings. Pressure can stem from the volume of work and time demands and from the urgency of resident needs. Dealing with a wide range of personalities can exacerbate a stressful environment.

**“At Will” Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.**

**The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS POSITION DESCRIPTION WAS RECEIVED, READ, AND UNDERSTOOD BY ME.

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SIGNATURE

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DATE