

SENIOR ASSET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the business management, operation and maintenance of multiple affordable housing property groupings, as assigned. Work includes the supervision of such functions as tenant relations, participation in the financial operations of the properties, organizing staff to meet workload and overall decision making within the policy guidelines established by the Housing Authority. The work is performed under the general direction of the Executive Director or his/her designee and is subject to review by the New York State Division of Housing and/or the Federal Department of Housing and Urban Development. Supervision is exercised over the work of all subordinate employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Executes all orders and resolutions of the Housing Authority relating to the development, management and operation of a project;
- Advises and makes recommendations to the Executive Director or his/her designee on all matters of policy affecting the portfolio of properties and the need of capital improvements;
- Oversees all maintenance repairs and operational activities of the physical plant of multiple developments and surrounding properties;
- Participates in security activities for the project;
- Makes regular and special inspection tours of the project units;
- Conducts periodic staff meetings to review progress of work and identify areas of concern and need;
- Supervises the transfer of tenants from one apartment or project to another;
- Handles complaints and requests of a serious and/or unusual nature;
- Participates in the lease-up of apartments;
- Writes/approves Housing Authority correspondence with reference to management, operation and maintenance of the project;
- Interprets and carries out Housing Authority policies for tenants and interested parties, refers questions of law to the Housing Authority Counsel;
- Attends Managers' meetings and conducts development staff meetings to explore the project's needs and develop and oversee plans for action;
- Prepares, supervises, and assists Asset Managers in the preparation of reports on tenant operations and tenant account records;
- Reviews a variety of reports from accounting and maintenance budgeting system to track and ensure effective management;
- Attends meetings with tenant organizations (tenant associations, resident advisory board, etc.) and community groups to help evaluate and/or develop service needs and develop mutually advantageous plans for improvement;
- Reviews fiscal records and accounts multiple property maintenance;
- Prepares annual and special budget reports in collaboration with the accounting department;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the provisions of the New York State Public Housing Law and related Federal housing rules and regulations;

- Good knowledge of the principles and practices of real estate management;
- Good knowledge of office terminology, business mathematics and English;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the operation and maintenance needs of large-scale apartment dwellings and grounds;
- Ability to plan and direct the work of others;
- Ability to maintain and establish satisfactory relationships with others;
- Ability to understand needs and provide direction concerning complex human relations problems;
- Sound judgment;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in business administration, public administration, engineering, architecture or related field, and three (3) years fulltime paid responsible supervisory or administrative experience in large-scale financial or property management, engineering or architecture; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in business administration, public administration, engineering, architecture or related field, and five (5) years fulltime paid responsible supervisory or administrative experience in large-scale financial or property management, engineering or architecture; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years fulltime paid responsible supervisory or administrative paid experience in large-scale financial management, property management, engineering or architecture; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Eligibility for certification as a Public Housing Manager (PHM) under HUD Regs. No. 24CFR Part 867. Possession of certification may have to be obtained in a specified period of time upon appointment to the position.

SPECIAL REQUIREMENTS:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment. The terms of employment require the use of an employee's vehicle for transportation (subject to mileage reimbursement at the IRS allowable rate).

PROMOTIONAL FIELD: Two year permanent competitive status as a Housing Authority Development Manager or Three years permanent competitive status as an Asset Manager.