



CLASSIFICATION NO. 832
Established: 2/08
Revised: 3/11
Revised and Retitled: 6/23
FLSA: Exempt
EEO: 1

HOUSING ASSET MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, manage, evaluate and implement broad programs; to maintain a large housing portfolio of property holdings; to manage property management and maintenance activities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. This includes the Housing Authority of Clackamas County (HACC), which is an independent public corporation that provides rent assistance, resident services, and contracted services to low- and moderate-income persons, particularly those who are disabled and experiencing homelessness, through the ownership, management, lease, maintenance, and development of affordable housing.

The Housing Asset Manager oversees programs and activities designed to ensure financial integrity for the real estate assets of Housing and Community Development and to evaluate and improve performance of these holdings.

The Housing Asset Manager reports to the Housing and Community Development Manager, Senior. It differs from the Housing Property Management Supervisor who is responsible for the management of a specific group of properties. It differs from the Housing Portfolio Manager who is responsible for maintaining a large housing portfolio but is not responsible for capital budgets and monitoring. It differs from the Housing Operations Manager which is responsible for public housing programs, rent assistance, and other services to ensure rental instability is stabilized.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages the Housing Authority of Clackamas County real estate portfolio; oversees property management activities at multiple properties; evaluates and ensures compliance with contracted service delivery and lease administration.
2. Monitors financial performance of the public housing and affordable housing portfolios; develops and monitors capital and operating budgets, reviews periodic financial statements and analyzes performance; recommends and implements operational changes to meet performance objectives; analyzes revenue and expense trends and provides recommendations for adjustments.

3. Participates in preparing and updating the annual budgets for properties; manages budget/fund sources and authorizes program expenditures; gathers and compiles data and prepares reports; oversees all procurement activities for assigned programs and internal controls and audits related to expenditures and disposition of properties.
4. Develops and implements capital plans and monitors on an annual basis; facilitates capital needs assessments; establishes and maintains long term capital budgets; researches and determines need for system upgrades or determining obsolescence of outdated systems; manages capital reserves and identifies when additional funding is necessary to complete necessary capital projects.
5. Prepares requests for proposals (RFPs) including scope of service and budget estimates; acts as lead negotiator for procurement and for third party contracts; oversees contracts and monitors third party contractors to ensure compliance.
6. Hires and directs staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
7. Monitors and tracks occupancy levels, turn times, vendor contracts; reviews leasing policies and procedures, tracks market trends; recommends corrective action as needed to ensure the property is operating in a long term financially viable manner; determines accurate and appropriate termination hearings and eviction conferences, recovery of housing assistance payments and damage claim repayment accounts; reviews and approves court eviction proceedings; resolves landlord, tenant, and general public inquiries or complaints.
8. Manages insurance coverage and completes risk assessments of portfolio to reduce losses in value due to fires, floods, or other hazards; develops and implements maintenance plans; ensures property management maintains a program for routine and cyclical maintenance tasks, ensures property meets or exceeds minimum inspection standards of project funder; ensures maintenance staff responds to resident work orders, including emergency and after hours.
9. Ensures the Housing property assets are compliant with funder agency regulations and reporting requirements per rules outlined by local, state, and federal guidelines, including, but not limited to: Oregon Housing and Community Development (OHCS), Metro Government, U.S. Department of Housing and Urban Development, Internal Revenue Service (IRS), Limited Partners to LIHTC properties, Federal Home Loan Bank and Various Local Lenders.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of supervision, training, and performance evaluation; management practices as applied to the analysis and evaluation of programs, policies and operational needs; landlord tenant law and rules and regulations that govern federal state and local rent assistance programs.

Working knowledge of: Operational services, management and activities of a comprehensive housing site maintenance program; methods and techniques of managing buildings, facilities

and grounds; principles and practices of real estate asset management; residential building technology and construction; pertinent Federal, State and local laws, codes and regulations including those that govern the landlord/tenant relationship; economic and social issues that impact low-income residents; mandated housing quality standards; internal control systems to track expenditures and/or inventory; governmental budget preparation; principles and practices of data collection; analysis and report preparation; computer and information systems; methods and techniques of resolving tenant and neighborhood issues.

Skill to: Plan, direct and supervise the work of subordinate staff; organize and prioritize work to meet deadlines; implement policies and procedures for effective and efficient property management; judge performance of properties and apply asset management techniques in support of Housing and Community Development management objectives; employ internal controls for review of expenditures; exercise independent judgment; act as mediator in neighborhood or tenant disputes; communicate Housing and Community Development program goals and objectives to individuals, community groups and local businesses; analyze problems, identify alternative solution and implement recommendations in support of goals; conduct housing quality and maintenance inspections; establish and maintain cooperative working relationships with residents/clients, maintenance staff, contractors/vendors, county department employees and governmental agency staff; communicate effectively both verbally and in writing; prepare clear and concise administrative reports.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years in a related field that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: Has or ability to obtain a Certified Housing Asset Manager Certification within one (1) year of hire.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.