



CLASSIFICATION NO. 857

Established: 6/23

FLSA: Exempt

EEO: 2

HOUSING PORTFOLIO MANAGER

CLASS CHARACTERISTICS

Under direction, to maintain a large housing portfolio of property holdings; to oversee property management and maintenance activities; to create and enforce policies and procedures at Housing Authority owned and managed assets; to supervise Property Managers; 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 Portfolio Manager manages property management activities designed to ensure maximum occupancy of public housing and affordable housing portfolios. The incumbent supervises Housing Property Managers and has responsibility for financial integrity of the properties and supervises responses in resolving neighborhood and tenant disputes.

The Housing Portfolio Manager reports to the Housing Asset Manager. It differs from the Housing Asset Manager who has responsibility for developing capital budgets and monitoring the financial performance of the public housing and affordable housing portfolios. It differs from the Housing Property Manager who is responsible for the management of a specific group of properties and maintenance activities and is not responsible for managing the real estate portfolio. It differs from the Housing Operations Manager which is responsible for the operations and staff of the Rent Assistance and Resident Services teams.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises Property Managers and oversees the property management activities at multiple properties; evaluates and ensures compliance with current tenant/landlord law, as well as Federal, State, and local code for various programs.
2. Oversees and manages preparation and maintenance of resident documents and forms including leasing, lease enforcement, general tenant notices, remedy notices, move-outs,

rent collection, fees collection, and cub appeal; ensures compliance with all applicable HUD regulations related to tenancy.

3. Participates in preparing and updating the annual operating and capital budgets for properties; gathers and compiles data and prepares reports; oversees procurement activities for assigned programs and internal controls and audits related to expenditures and disposition of properties.
4. 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.
5. 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.
6. Participates in obtaining 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.
7. Reviews, approves, and denies reasonable accommodation requests; ensures County's compliance with HUD's regulations for accommodations as described in Section 504.
8. Represents the Property Management Division to other internal divisions and external governmental agencies to communicate programs, activities, and new development projects; may be required to attend evening meetings on behalf of Clackamas County.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of supervision, training and performance evaluation; 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; 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 property management staff; organize and prioritize work to meet deadlines; implement policies and procedures for effective and efficient property management; judge performance of properties 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.

WORKING CONDITIONS

May be required to participate in after-hours emergency and on-call support.

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 five (5) years in a related field that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None

PRE-EMPLOYMENT REQUIREMENTS

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

Must pass a pre-employment drug test.

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.