

**ASSET MANAGEMENT SPECIALIST****DEFINITION**

Under general direction, performs a variety of specialized technical work in support of the Housing Authority's asset management and property operations functions. Conducts operational monitoring and asset management analysis by supporting portfolio performance tracking, capital project planning, compliance reporting, and financial review. Provides responsible and professional assistance to the department team, and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Property Operations. May receive work direction and functional supervision from higher level staff. Exercises no supervision of staff but may provide technical guidance or assistance to clerical staff.

**CLASS CHARACTERISTICS**

This is the technical journey-level classification in the asset management series. The classification is distinguished from Property Operations Specialist I in that incumbents are focused on financial and compliance reporting. This classification is distinguished from the Associate Asset Manager in that the latter assumes responsibility for independent management of assigned projects, feasibility analysis, and coordination of financing/refinancing activities.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Assists in monitoring the financial and operational performance of the affordable housing portfolio; reviews reports prepared by third-party property management companies (PMCs) and identifies trends or issues requiring follow-up for assigned group of properties.
- Assist in the preparation and maintenance of portfolio related reports to include; board reporting, lender, investor and regulatory reporting, welfare tax exemptions, state, county and city reporting, and other agency reporting as needed.
- Conducts property inspections; prepares inspection summaries and recommendations. Coordinates and attends lender and other outside agency inspections. Tracks and follows up on findings and ensure all are addressed through to completion.
- Assists with coordination with PMCs to ensure timely resolution of inspection findings, turnover status, and subsidy abatement.
- Assists in the review of annual property budgets, and capital improvement plans. Prepares summaries for management review.
- Provides regular reporting and analysis of KPIs and benchmarking for senior management.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Supports due diligence activities for refinance or rehabilitation projects by collecting data, reviewing documents, and preparing checklists

- Completes and maintains property summary reporting on an annual basis for each property in assigned portfolio. Reviews and completes audit checklists. May complete reserve withdrawal requests.
- Gather data needed and complete reports required by HUD, or other regulatory agencies and ensure compliance with current regulatory guidelines.
- Participate in monthly financial review meetings and with analyzing expense variances and cash flow.
- Assists with audits to ensure compliance with policy and law.
- Prepares staff reports, presentations, and data analyses for management, committees, and the Board as assigned.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of affordable housing property management, operations, asset management and/or social service programs.
- Applicable laws and regulations including those related to fair housing and local housing codes.
- Affordable housing compliance programs including LIHTC, PBV, HUD, and state/local reporting requirements.
- Techniques of financial and operational reporting including variance analysis, budget review, and property performance metrics.
- Basic principles of real estate finance, reserves, and capital planning.
- Policies, technical processes, and procedures related to the Housing Authority.
- Methods used to conduct housing inspections.
- Specific property conditions that have the potential to endanger the health and safety of occupants.
- Filing techniques, including indexing and cross-referencing methods.
- Document and report production methods.
- Principles and procedures of record keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Modern office practices, methods, and computer equipment.
- Computer applications including Excel, PMC, YARDI, and other portfolio management software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Housing Authority staff.

### **Ability to:**

- Interpret, apply, and explain applicable Housing Authority policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out oral and written directions.
- Enter, collect, compile, compare and analyze financial and operational data and reports from multiple sources with sufficient speed and accuracy to perform assigned work.
- Conduct inspections of affordable housing properties, prepare clear report and communicate results.
- Prepare and review budgets, reports, and compliance documents.

- Interpret, apply, and explain applicable federal, state, and local regulations and Authority policies.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize multiple assignments and meet deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Communicate effectively in person, in writing, and in presentations.
- Establish, maintain and foster positive and effective working relationships with colleagues, contractors, PMCs, and residents in the course of work.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited college or university with major coursework in business administration, finance, real estate, public administration, urban planning, or a related field; and

Two (2) years of increasingly responsible experience in affordable housing property management, housing operations, real estate, or asset management support.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Ability to be insured under AHA's automobile insurance policy.
- Tax Credit Specialist designation required within six (6) months of hire.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or tablet, typewriter keyboard, or calculator and to operate standard office equipment. Typical positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Additionally, some employees in this classification may be assigned to occasionally or primarily perform inspections in the field which requires the ability to operate a motor vehicle, climb stairs, bend, stoop, or reach to examine physical conditions at assisted properties, and record inspection results on paper or an electronic device. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Additionally, employees assigned to perform field inspections, work in and around houses and buildings and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, animals, insects, physical, mechanical, and/or electrical hazards, and hazardous physical substances and fumes.