



HOUSING AUTHORITY

of the City of Beaumont, Texas

JOB DESCRIPTION

JOB TITLE	VP, Asset Management	Date of Last Modification	04/2022
Department	Property Services		
Reports To	Chief Administrative Officer		
Supervises	Site Personnel		
Salary Range			

Work Schedule	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time
Status	<input checked="" type="checkbox"/> Regular Position	<input type="checkbox"/> Temporary Position
Wage and Hour Laws Status	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt
Union Status	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union

GENERAL SUMMARY: *Summary of major reasons job exists.*

This position is responsible for overseeing the day-to-day performance of the Authority's housing developments.

DUTIES AND RESPONSIBILITIES: *Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned.*

1. Responsible for the management of assigned housing developments in accordance with the Authority policies, HUD regulations and applicable federal, state and local government regulations, including LITHC and CDBG requirements.
2. Ensure that services are provided in compliance with policies, procedures, regulations and contractual obligations and standards.
3. Assist the Chief Administrative Officer in planning, developing, organizing, coordinating, directing, and implementing all the Authority's housing programs.
4. Prepare, review, and monitor monthly and quarterly operational reports to evaluate management performance and evaluate compliance with applicable federal and state regulations.
5. Coordinate, plan and supervise the work of all housing management and maintenance personnel.
6. Establish a relationship with the investors involved in the mixed finance properties to ensure that all operational and reporting requirements are met.
7. Work with the auditing firm each year to ensure timely receipt of all documents needed to complete the audit and tax returns.

8. For LIHTCH Properties that BHA self manages, responsible for ensuring tenant eligibility and compliance with all LIHTC rules. Must hold applicable certifications.
9. Conduct routine meetings to address problems and to inform managers of newly established policies and procedures.
10. Coordinate and determine training needs of the staff and establishes performance standards.
11. Assist in the development of property budgets, monitors expenses and determines needed capital improvements. Initiates and reviews purchase orders, reviews, and approves invoices for payment and resolves discrepancies in billing.
12. Review budget and progress throughout the year with the Director of Housing Programs.
13. Monitors private management firms to make sure they achieve above average management performance by maintaining occupancy, maximizing income, and reducing tenant accounts receivable and collection losses.
14. Promote harmonious relationships with residents, management, and maintenance.
15. Investigates internal and external complaints concerning public housing management activities and residents. Assist in Grievance Hearings as needed.
16. Monitor various contracts and enforces compliance and contractual agreements.
17. Provides leadership and guidance to accomplish established departmental goals.
18. With the assistance of the Construction Coordinator, ensure that the portfolio expenses are reviewed, monitored, and updated.
19. Provide prompt response to tenant requests and pro-active approach to property maintenance.
20. Responsible for the activities related to achieving a successful score for the property (AMP) as it relates to HUD's Public Housing Assessment System as well as TDHCA (Texas Department of Housing and Community Affairs)
21. Must conduct quality assurance of preparations for HQS, UPCS and REAC inspections by conducting site visits and approval of plans of actions to cure deficiencies.
22. Track tenant account receivables.
23. Monitor deposits of rent collections ensuring they are accurate and made in a timely manner.
24. Monitor maintenance work orders to ensure work is performed in a timely manner and charges are posted for repair work.
25. Continually performs quality assurance checks for accuracy of employee's work.
26. Performs daily drive-by or walk-by inspections of buildings and grounds, resolves unsatisfactory conditions with residents and requests assistance from maintenance if required.
27. Participates in administrative staff meetings, Resident Council Meetings and attends other meetings and seminars with outside agencies to identify needs available from outside resources.
28. Performs other related duties as assigned.

SKILL SET REQUIREMENTS: *Knowledge, skills, and abilities normally required for competent performance in the job.*

Education/Experience: Minimum Associates Degree in Business Administration, Public Administration or related field from an accredited college or university and/or two years experience in multi-family public housing project management with experience in the area of low-income housing, including two years at the supervisory or managerial level, or an equivalent combination of experience or education.

PHM, CAM or related certification required within one year of employment.

Preferred Skills/Qualifications:

1. Knowledge of Authority operating policies and procedures, principles, practices and techniques of public housing management, HUD regulations pertaining to affordable housing, and services available through local social service agencies.
2. Knowledge of the tax credit programs as it relates to monitoring of files and performing background checks.
3. Knowledge of modern principles, practices and techniques for budgeting, accounting, and insurance.
4. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
5. PHM, CAM or related certification desired and required within one year of employment.
6. Ability to meet and deal with the public and establish and maintain effective and courteous working relationships with other employees, residents and persons outside the Authority.
7. Ability to communicate clearly and concisely, both orally and in writing.
8. Strong computer skills.
9. Ability to make decisions, exhibit sound and accurate judgment and make timely decisions.
10. Excellent oral and written communication skills.
11. Strong organizational skills and ability to manage multiple priorities.
12. Ability to work with diverse populations.
13. Bondable.
14. Have a valid Texas driver's license.
15. Eligible for coverage under Authority fleet insurance.

SUPERVISION GIVEN AND RECEIVED

The employee receives instructions from the Chief Administrative Officer. The employee supervises all site personnel.

COMPLEXITY/SCOPE OF WORK

The employee follows regulations and guidelines established by HUD and BHA approved policies and procedures. Methods for accomplishing routine work are at the discretion of the employee, subject to existing practices and procedures. When unusual situations arise, the employee may request guidance from the Chief Administrative Officer.

The employee's work affects all Authority residents, programs and activities, as well as various departments of the city and county governments, and numerous business firms, organizations, institutions and agencies in the community. Accomplishment of tasks by the employee effectively and efficiently enhances BHA's ability to provide affordable housing that is decent, safe and sanitary.

PERSONAL CONTACTS

The employee's personal contacts are primarily with residents and other employees. Contacts with residents are particularly important. The purpose of these contacts is to give and obtain information necessary to do the tasks efficiently and safely and document all actions. Conditions under which contact occur can range from normal to stressful in an emergency situation.

PHYSICAL DEMANDS

Work is performed in the office and on-site. Work involves some physical exertion during visits and inspection of units and developments. Work may entail travel to meetings, conferences and workshops in other cities. The employee is subject to call after normal working hours in the event of illness, accident, disturbance, police related activity or death. Attendance at community activities or resident council meetings after normal working hours is sometimes necessary.

WORK ENVIRONMENT

Work involves the normal risks and discomforts associated with an office environment and visits to outdoor developments, sites, dwellings, facilities, inspections of structures and confrontations with applicants and residents.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.