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### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

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| **Department:** | **Job Description** |
| **Job Title:** Senior Asset Manager | **FLSA Status**: Exempt |
| **Reports To (Title):** Chief Occupancy Director | **Position Status:** Full-time  **(***Full-time, Part-time, Temporary)* |
| **Prepared By:**  Chief Occupancy Director | **Schedule:** 8am – 5pm (Monday – Friday) |
| **Rate:** $54,000 - $73,440 | **Revision Date:** April 2022 |

***Job Summary:***

Under the direct supervision of the Chief Occupancy Director, oversees the occupancy functions of Project Based Section 8 Asset Managers, Affordable Housing Asset Managers and Public Housing Asset Managers. Performs asset management including administrative and programmatic duties in the project-based Section 8, Tax Credit/Home and Public Housing programs. This position provides daily leadership of agency activities as a member of the Jr. Executive Leadership Team.

***Essential Duties and Responsibilities and Expectations:***

1. Management of Public Housing, Tax Credit/Home Projects and Project-Based Section 8 Operations
2. Supervision, Development, and Training of Staff
3. Compliance for Public Housing, Tax Credit/Home Programs and Project -Based Section 8 operations.

***Management of Public Housing, Tax Credit/Home and Project Based Section 8 Operations Duties:***

40 % of time

* Coordinates and prepares Affordable Housing program documentation including monthly, quarterly, and annual reports.
* Work with Chief Occupancy Director to formulate and monitor annual budgets to ensure goals are met within compliance.
* Meet agency goals, HUD requirements, and performance benchmarks related to participant eligibility, compliance, and financial reporting.
* Coordinates and prepares Public Housing, Tax Credit/Home and Project-Based reporting and documentation for occupancy oversight reviews.
* Liaison for resident council and Resident Advisory Board.
* Ensures asset managers visit properties weekly and occupancy issues and grounds reports are prepared and submitted to address any corrective measures.
* Develops educational programs and resources to be used in resident programs and potential grants to benefit residents.
* Provides monthly report to Chief Occupancy Director reporting occupancy and administrative updates.
* Advises on necessary policy and programmatic updates. Reviews 5% of occupancy files annually, all move in files for all programs and keeps list of corrective issues for training purposes.

***Supervision, Development, and Training of Staff Duties:***

40% of time

* Personnel selection, training, development, motivation, engagement of staff.
* Facilitate and coordinate staff collaboration, meetings, and quality assurance and control processes.
* Ensure staff provide superior customer service and all reporting and procedural requirements are met.
* Conduct employee performance reviews for all direct reports. Assess performance and set goals for upcoming fiscal years using an established professional development plan.
* Implement and monitor corrective action when appropriate.
* Ensure Organizational Excellence and Core Values are being practiced. Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.

***Education and Wellness Corporation Duties:***

20% of time

* Responsible for the community gardens program including scheduling, usage, and budgeting.
* Coordinate with the National Book Foundation to coordinate book give-away program for agency.
* Process Youth Activity Fund requests.

***Minimum Qualifications (Experience/Education):***

(List education, certification, licenses, experience, skills, special knowledge- list minimum requirements)

* Valid Montana Driver’s License or ability to obtain within 60 days of starting employment with HomeFront.
* Bondable
* A college degree, BA or BS in Public Administration, Human Services, Social Work, Communication or related field. Prefer minimum of two years of supervision experience in a Housing Authority, case management, or related human services area.
* At least two years of supervision/management of team of employees
* Able to get certification in Public Housing management, Tax Credit / Home Accreditation, Certification of Professional for Multi-Family within 18 months of employment.
* Microsoft office suite proficiency.

## *Competencies or Knowledge, Skills and Abilities (KSA’s):*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Communication and Teamwork: ability to establish and maintain cooperative working relationships with all those contacted in the course of the position. Communicate effectively to produce clear, concise, and accurate correspondence, presentations, and reports. Strong verbal, written, and interpersonal communication skills, strong facilitation and conflict resolution skills.
* Self-development: Continued education in new methods, materials, and personnel practices to learn and apply federal and state laws and rules regarding business practice.
* Efficiency and Effectiveness: plan, organize, prioritize, and coordinate work flow; work independently and meet multiple deadlines; attention to detail with accuracy. Ability to set priorities and work independently.
* Adaptability to changes and problem-solving skills: to define problems, collect data, analyze and establish facts and draw valid conclusions, deal with abstract and concrete variables. High ethical standards and values, and demonstrated good judgement.
* Software skills: Microsoft Office Suite including Word, Excel, Access, and Power Point; Window based applications; database management.
* Commitment to service: expectation to achieve the highest standards of personal and professional work performance in commitment to serving the Billings community. Ability to work in a team, be transparent, show respect and care for diversity on daily basis.

## *Physical Demands & Working Conditions:*

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| --- | --- | --- |
| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both)  Sitting  Talking  Listening  Close & distant vision  Depth perception  Ability to adjust focus  Moderate noise | Walking  Standing  Reaching | Stoop, kneel, crouch, or crawl  Lift up to 10 pounds |

HomeFront is an Equal Opportunity Employer. HomeFront does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that HomeFront reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_