



Housing Authority of the City of Reno

DEPARTMENTS: Asset Management
REPORTS TO: Director of Asset Management
EXEMPT/GRADE: Exempt / 10

ASSET MANAGER

DEFINITION

Under general supervision, the Asset Manager will be responsible for the financial, physical and management performance of one or more housing properties assigned by the Authority.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Acts as primary representative of the Authority regarding matters relating to specific housing properties.
- Monitors vacancies and is responsible for leasing units as appropriate.
- Monitors rent collection payments and delinquencies for one or more properties.
- Performs Quality Control inspections on management/maintenance completed work.
- On site supervision of administrative and maintenance staff.
- Identify procedural and training deficiencies and provide the needed training for staff.
- Monitors maintenance of the development's units, grounds and community spaces.
- Oversees and conducts annual dwelling re-examinations, interim re-examinations, and recertification of tenant eligibility.
- Inspects housing units to determine acceptability based on HUD guidelines.
- Coordinates HUD and other required reporting for the property including tax credit and/or HOME properties.
- Assists in developing procedures for property management and maintenance at all sites.
- Responsible for approval and purchase of needed materials and supplies.
- Responsible for receiving after-hours calls and taking suitable action to resolve emergencies.
- May be required to attend resident council meetings after hours.
- Maintains monthly reports.
- Performs related work as required.

EMPLOYMENT STANDARDS

1. MINIMUM EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent.
- Three years of significant experience in one or a combination of property management, public housing, maintenance oversight or affordable housing programs.
- An equivalent combination of education and experience will be considered.
- Two years of supervisory experience required.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of HUD regulations and rules governing the housing developments supervised.
- Ability to obtain and maintain the necessary certifications within the 12 month probation period.
- Ability to supervise staff and coordinate work activities at one or more housing developments.
- Ability to communicate tactfully and effectively in both written and verbal form in English, and preferably also in Spanish.
- Ability to use various computer programs accurately and efficiently.
- Ability to direct administrative and maintenance staff, and supervise inspections of maintenance work.
- Ability to establish and maintain effective working relationships with Housing Authority employees, residents, other agencies and the general public.
- Ability to conduct physical inspections of dwelling units, grounds and community buildings per UPCS requirements.

3. ADDITIONAL REQUIREMENTS

- Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, and calculators.
- Must be able to lift and/or carry objects and/or materials up to 40 lbs.
- Ability to travel to different sites and locations as required to perform job requirements or obtain agency-directed training.
- Possession of a valid driver's license with a good driving record.