### ASSET MANAGER

**Summary**

This position supports all Authority operating departments in the comprehensive management of Authority properties, concentrating on overall property management functions (maintenance and upkeep, environmental systems, grounds, and fiscal administration). Incumbent is responsible for all matters pertaining to the communities, such as oversight of all site staff, financials (budget preparation and adherence), occupancy, program compliance, and overall property performance. This position is also responsible for working closely with the Portfolio Executive to maintain financial performance, monitor budget with Authority benchmarks, and ensure operational performance relative to long-term strategic planning and detailed service levels.

**Essential Duties and Responsibilities**

_The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned._

- Supervises the operation and maintenance of assigned property(ies), consistent with overall Authority quality, occupancy, cost and revenue goals; ensures that assigned property(ies) are maintained in decent, safe and sanitary condition at all times; organizes assigned work; develops effective work methods that comply with Authority expectations; and partners with internal and external resources to maintain high levels of property performance and standards.

- Prepares long- and short-term strategic plans for the assigned site.

- Submits monthly and annual reports on property performance, compliance issues (if any), financial management, crimes, personnel issues, lease terminations and enforcement activity.

- Prepares site specific operating budgets, ensuring that all site conditions and needs are met in accordance with asset-based budgeting and administration.

- Maximizes the property’s income and minimizes expenditures consistent with preservation of the physical plan.

- Monitors the property’s cash flow; and tracks monthly and year-to-day expenditures, making or recommending adjustments as needed.

- Purchases goods and services only when needed, when procurement policies have been followed and when funding permits.

- Maintains inventory control of all materials, equipment and supplies assigned to the property.

- Ensures full compliance in the area(s) of leasing, recertification, work order completion (emergency, routine), timely rent collection, budget adherence, day-to-day procedural issues and lease and Admissions and Continued Occupancy Policy administration;

- Oversees the timely lease-up of vacant units, rent collection and recertification; conducts lease-up and orientation of new tenants; and ensures the adherence to established policies for the enforcement of leases and collection of all rent and other receivables due to the Authority.

- Develops inspection schedules for the grounds and buildings with the maintenance supervisor to identify areas that need improvement; and provides direction and assistance in developing measurable plans of action for accomplishing the work.

- Inspects property daily by walking each assigned building(s) and taking appropriate notes of deficiencies to be shared with building maintenance staff to ensure full compliance within a prescribed time frame.
• Provides the necessary support and guidance to subordinate staff by taking the appropriate enforcement measures.
• Maintains clear and consistent communication with outside agencies, tenant groups and internal Authority departments.
• Participates in the capital planning and redevelopment process.
• Maintains tenant files in compliance with HUD and Authority requirements.
• Handles all issues pertaining to the resident body.
• Remains on call 24 hours and responds to after-hours emergencies.
• Validates 100% successful submission of all recertification in the online HUD PIC system.
• Responds to and ensures all REAC inspections and findings are addressed per HUD guidelines.
• Performs housekeeping inspections on 100% of units annually.
• Successfully passes any industry certifications administered by the Authority.
• Obtains RHM certification within 1 year of employment and retains certification throughout employment.

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; and manages performance by providing regular feedback and reinforcement to subordinates.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

• Extensive knowledge of Authority structure, key functions, staff, policies and procedures of the Authority and their impact on the position.
• Knowledge of applicable Federal, State and Local and HUD laws, rules, regulations, codes and guidelines as they relate to landlord-tenant operations.
• Demonstrated knowledge of general real estate practices.
• Knowledge of daily property management operations.
• Understanding of occupancy standards and processes, and ability to understand the Authority’s Admissions and Continued Occupancy Policy and associated procedures.
• Demonstrated ability to work with a diverse, low income population.
• Knowledge of “up front income verification” and “Rental Integrity Monitoring”.
• Ability to determine maintenance and repair needs.
• Ability to effectively respond in a timely manner to the handling of emergencies during working and non-working hours.
• Ability to determine special resident needs and to make social agency contacts and referrals as necessary.
• Ability to prepare financial feasibility analyses, conduct research and prepare narrative reports and proposals.
• Ability to develop business and strategic plans.

Education and/or Experience
A bachelor’s degree or seven (7) years’ experience in Property Management, Finance, Planning or a related field; or any equivalent combination of education and experience.

Language Skills
Ability to read, analyze, and interpret budgets, financial reports, operating schedules, and governmental regulations. Ability to conduct research. Ability to write proposals, narrative reports, correspondence, and procedure manuals that are generally error free. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and basic statistical data and to draw and interpret bar graphs.

Reasoning Ability
Ability to solve complex problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel). Must be able to learn other recording, information systems, or computer software as necessary.

Certificates, Licenses, Registrations
Must possess a valid New Jersey driver’s license. Must maintain RIM certification throughout course of employment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outdoor weather conditions, high, precarious places and vibration. The noise level in the work environment is usually moderate.

APPLICATION PROCEDURE:
All persons interested in this position are requested to send a resume and cover letter to Human Resources Department, Newark Housing Authority, 500 Broad Street, 5th Floor, Newark, New Jersey 07102, or E-Mail a resume and cover letter to jobs@newarkha.org, or fax resume and cover letter to 973-273-6350.