



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Senior Asset Manager
DEPARTMENT: Asset Management
DATE POSTED: 12/15/2017
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
SALARY RANGE: PAY Grade G 28
\$ 57,990 - \$ 71,320 (Annually)
\$ 27.88 - \$ 34.29 Hourly

121517-AM-004
To apply for this position,
Click here

SUMMARY

Under direction of the Director of Asset Management, the Senior Asset Manager is a key team member that is responsible for the oversight of a portfolio of mixed-finance and conventional public housing properties, ensuring their physical and financial health. This position is responsible for assessing property performance, monitoring compliance with all HUD, HANO, and other regulatory and investor requirements, performing trend analysis, managing a dynamic set of relationships, positioning the portfolio to deliver financial results, and preparing reports to ensure the long-term viability of the agency's real estate portfolio and our ability to provide quality affordable housing. The Senior Asset Manager will contribute to the overall strength of the Asset Management team by bringing exceptional judgment and resourceful problem-solving skills to our affordable and mixed-income housing stewardship.

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.

- Analyze properties on a variety of dimensions, including operational performance, physical condition, program compliance, and strength of market;
- Perform data collection and verification as necessary to track property performance;
- Monitor third party owners and property management entities to include regular evaluation of all contract and regulatory compliance of each entity to operating agreements and contracts with HANO and HUD. Make recommendations regarding management non-compliance or default to the Director of Asset Management as necessary;
- Monitor the physical condition of HANO's portfolio through regular property site visits, review of management reports, and Capital Needs Analyses;
- Provide technical assistance and HANO policy guidance to third party owners and property management entities;

- Coordinate with third party owners and property management entities to resolve resident issues brought to the attention of HANO or HUD;
- Arrange and coordinate portfolio-wide contracts as needed;
- Assist with the preparation of annual Operating Subsidy submissions to HUD;
- Assist with the preparation of annual operating budgets for HANO-managed properties;
- Coordinate the submittal of all compliance reports to HUD, IRS, investors, lenders, regulatory agencies, and others as necessary;
- Work collaboratively across HANO departments to ensure that all investor and lender reporting requirements are satisfied;
- Review each property's operating budget, financial statements, and audits to measure property performance against projections and annual budgets, and make recommendations to address financial performance issues;
- Analyze monthly property financial statements and monthly property reports, and notify the Director of Asset Management of any performance issues;
- Develop and implement monitoring tools as needed;
- Conduct public housing policy research and draft policy and lease revisions at the direction of the Director of Asset Management to ensure compliance with HUD and other regulatory agency policies. Work collaboratively with other HANO departments to ensure policy consistency across the agency;
- Review management policies and procedures across HANO's portfolio, and make revisions as needed to ensure compliance with HUD and other regulatory agencies' policies;
- Complete other tasks as requested to ensure that properties are in compliance with reporting, record keeping, and related requirements, including data entry into HANO's management data system;
- Coordinate and conduct trainings on HUD and HANO policies and procedures, as well as HANO's management data system, for HANO staff and staff of third party owners and property management entities;
- Work collaboratively with other HANO departments to assist with the analysis of Year 15 investor exits from LIHTC deals;
- Coordinate with the Director of Asset Management to address issues regarding modernization, extraordinary repairs, and new development;
- Review development proposals and provide analysis and recommendations to the Director of Asset Management as needed;
- Perform other duties as assigned.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers;

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance;

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting;

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests;

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

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

- Strong working knowledge of HUD assisted housing programs, HUD Asset Management, and Low Income Housing Tax Credits procedures, principles, and practices.
- Strong working knowledge of and preferably two (2) years' experience managing multi-family housing.
- Must be certified Public Housing Manager or obtain certification within one (1) year from date of hire.
- Must be certified in Low Income Housing Tax Credits (LIHTCs) or obtain certification within six (6) months of date of hire.
- Excellent written and verbal communication skills. Proficient in preparing and executing high quality written deliverables.
- Excellent analytical skills with the ability to read, interpret, and prepare statistical reports and calculations.
- Proficient with accounting and management software including Microsoft Office products.
 - Proficient in developing and managing budgets for multiple developments and ownership entities.
- Establish and maintain effective working relationships with co-workers, residents, third party owners and managers, the general public, and persons from outside organizations.
- Ability to plan and organize meetings and other activities; prepare clear and concise narrative and statistical reports, and deal effectively with situations requiring tact and diplomacy with firmness.
- Strong personal organizational and planning skills to effectively manage multiple projects.
- Ability to promptly acquire working knowledge of HANO-specific guidelines, policies and procedures.
- Ability to engage and direct multiple resources to create project focus and direct work delivery.
- Ability to negotiate solutions to complex problems and expedite issue resolution with various internal and/or external parties.
- Ability to be flexible as to work environment and assigned tasks.
- Self-motivated with demonstrated leadership skills.
- Valid driver's license.
- Eligibility for coverage under PHA fleet auto insurance.

Education and/or Experience

Bachelor's degree from an accredited college or university with a major in management, business administration, finance, social policy/social science, public policy, or other related field is required. Minimum of five (5) years of real estate management experience, or equivalent combination of education and experience. Master's degree in related field and specific experience in multi-family housing, HUD programs, federal procurement, and property/asset management is desirable. Professional designations in Multifamily Management or Low Income Housing Tax Credits from NAA, IREM, NAHRO, NAHMA, or NCHM desired. An equivalent combination of education and experience may be considered.

Technical Skills

The employee performs a large number of varied tasks that require independent decision-making on a daily basis. Work performed by the employee is both routine and varied in nature. Occasionally, the employee makes decisions regarding unusual circumstances, conflicting data, or other non-routine circumstances. In those cases the employee adapts procedures or develops new approaches to the work.

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.

Work may be performed indoors or outdoors. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

EEO POLICY STATEMENT

The Housing Authority of New Orleans (HANO) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.

