



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Asset Manager I/II/III \$49,500-\$81,072/annually

THE AGENCY

The Stanislaus Regional Housing Authority, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year around farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

The Asset Manager position is focused on planning, organizing and supervising the activities and operations of the assigned housing developments, building and premises maintenance. This position will also assist with marketing, budgeting, tenant eligibility, rent collections, unit, tenant relations and coordination of assigned activities with other Housing Authority departments and outside agencies.

Successful candidates for this Asset Manager position will demonstrate experience, knowledge, skills and abilities in the following areas:

Provides lead supervision to staff involved in building and ground maintenance activities by assigning, scheduling and reviewing work of assigned staff; participating in and maintaining a short and long term maintenance plan; inspecting building facilities to identify building maintenance and custodial needs; and maintaining a variety of records.

Conducts various housing and project surveys/inspections and compiles reports.

Performs annual, pre-occupancy, six-month, problem, move-in and move-out inspections and provides proper maintenance of units and compiles reports.

Provides direction to assigned staff on the safe use of herbicides, pesticides, and other chemicals.

Oversees the control parts inventory and unit work order files; requisitions stock parts and supplies; receives parts and equipment; and provides asset control of equipment.

Supervises repair and participate in the inspection of HVAC, electrical, gas, water, and appliances systems.

Approves contractors pay request upon satisfactory completion of contracted maintenance and modernization work items.

DISTINGUISHING CHARACTERISTICS

Asset Manager I – This is the entry level position in the series and is distinguished from the higher level of classification of Asset Manager II by the lesser degree of experience and/or knowledge required of incumbents at the entry level to perform assigned duties.

Asset Manager II - The Asset Manager II is the experienced level classification in this series. This is distinguished from the lower classification of Asset Manager I in terms of increased responsibility and latitude of judgment and the greater degree of experience and/or knowledge required of incumbents. Incumbents are expected to function with less supervision than the lower classification.

Asset Manager III - The Asset Manager III is the experienced level classification in this series. This is distinguished from the lower classification of Asset Manager II in terms of increased responsibility and latitude of judgment and the greater degree of experience and/or knowledge required of incumbents. Incumbents are expected to function with less supervision than the lower classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director and direct supervision from the Property Management Division Manager. Manages subordinate supervisors who supervise employees in Housing Authority projects. Is responsible for the overall direction, coordination, evaluation and maintenance of these units/complexes. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws.

Responsibilities include interviewing, hire recommendation, and employee training; planning, assigning, and directing work; appraising performance; rewarding employees and recommending discipline; addressing complaints and resolving problems; and termination recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Asset Manager

Plans, organizes, and supervises housing assistance program activities including tenant eligibility, property management, migrant housing, farm labor housing and public housing and other housing programs.

Develops and implements marketing plans and strategies.

Participates in the development of the Department work plan, and assigns work activities, projects and programs to staff. Monitors work flow. Implements policies and procedures.

Participation in the selection process to recommend appointment of staff. Reviews and evaluates work products, methods, and procedures.

Participates in budget preparation, implementation and administration. Assists in the forecasting of additional funds needed for staffing, equipment, materials, and supplies.

Maintains property rentals by advertising and filling vacancies; negotiating and enforcing leases; maintaining and securing premises.

Enforces dwelling leases, reviews and evaluates information regarding lease and rental agreements, and advises and counsels tenants as to lease requirements and violation consequences.

Provides lead supervision to staff involved in building and ground maintenance activities by assigning, scheduling and reviewing work of assigned staff; participating in and maintaining a short and long term maintenance plan; inspecting building facilities to identify building maintenance and custodial needs; and maintaining a variety of records.

Collects delinquent rent payments and writes and services three-day and thirty-day notices, implements legal processes, and reviews, recommends, and represents the Housing Authority in hearings and court proceedings.

Reviews and evaluates information regarding rental and lease agreements, collects rent payments, oversees housekeeping and maintenance of units, counsels' tenants and informs them of obligations and responsibilities.

Investigates and resolves conflicts between tenants and their neighbors.

Conducts various housing and project surveys/inspections and compiles reports.

Performs annual, pre-occupancy, six-month, problem, move-in and move-out inspections and provides proper maintenance of units and compiles reports.

Provides direction to assigned staff on the safe use of herbicides, pesticides, and other chemicals.

Responds to emergency calls as required after normal working hours.

Oversees the control parts inventory and unit work order files; requisitions stock parts and supplies; receives parts and equipment; and provides asset control of equipment.

Supervises repair and participate in the inspection of HVAC, electrical, gas, water, and appliances systems.

Approves contractors pay request upon satisfactory completion of contracted maintenance and modernization work items.

Interacts with and counsels' individual tenants as needed and refers tenants to helping agencies monitoring referrals through to resolution.

Coordinates the implementation of Housing Authority policies and procedures with tenants.

Attends and represents Housing Authority at tenant council meetings as directed.

Maintains records of tenant actions and related documents

Sends and receives a variety of correspondence.

Hires PIC, Summer Youth program, and part time employees.

Recommends goals and objectives and assists in the development of policies and procedures.

Maintenance

Oversees and manages the following:

Framing and installation of walls, partitions, doorways and windows; Replacing of window and door screens; Patching and repairs to roofs as necessary.

Repairs and replacements to parts on stoves, refrigerators, and other major household appliances.

Repairs and replacements to plumbing fixtures including sinks, toilets, faucets and pipes.

Clearing of obstructions from water and sewer lines; Repairs to sprinkler systems.

Repairs and replacements to damaged cabinetry, counter tops, tile and miscellaneous flooring.

Installation and replacement of a variety of hardware including door locks, door jambs, handicap bars, and curtain rods/blinds.

Installation, inspections and repairs to HVAC, electrical, gas, water and appliances systems.

Inspection and approval of contractors pay requests upon satisfactory completion of contracted work items (landscaping, modernizations, and other project work).

Reading and interpreting of sketches, diagrams, drawings, and blueprints.

Installation, repairs and replacement of fences and gates.

Repairs and installation of electrical and lighting systems; including fixtures, switches, outlets and fuse boxes.

Testing and adjusting of smoke alarms, replacement of batteries as needed.

Purchasing of maintenance materials as authorized and required.

Operation of light duty vehicles with auto/manual transmission.

NONESSENTIAL DUTIES

Oversees and manages the following:

- (1) Participation in the moving of large appliances
- (2) Application of pesticide for insect control.

Attends training programs as required.

Performs other related duties as assigned.

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.

EDUCATION and EXPERIENCE

Bachelor's degree preferred, from a four-year college or university with concentration in public administration, business administration, or applicable social science or four to six years related experience or equivalent combination of education and experience.

Successful candidates will have significant experience with building and ground maintenance activities, housing and project surveys/inspections, Experience with affordable housing programs is highly desirable. Ability to speak, read and write in Spanish is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License. Depending upon assignment, the following certifications may be required within 24 months of employment:

- Public Housing Manager Certificate.
- Managing Maintenance in Public Housing Certificate.
- UPCS Certification.

Knowledge of:

- Authority programs, policies and procedures.
- Pertinent Federal, State, and local laws, codes and regulations
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Methods and techniques used in building and ground maintenance activities
- Basic personal computer operation
- Tools and equipment used in building and ground maintenance
- Safe work practices
- Business letter writing and basic report preparation.

Ability to:

- Speak, read and write in English
- Manage a variety of programs.
- Interpret and apply various laws, codes and regulations.
- Prepare and maintain accurate records.
- Analyze tenant and landlord problems and recommend alternative solutions.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work with people from varying income levels and cultures.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 outside weather conditions, moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application **and required supplemental questionnaire** online **no later than 5:00 p.m. on Wednesday, December 11, 2019**. Employment applications are available online at <http://www.stancoha.org/business-services/employment/>. Applications received on or before the deadline date will be screened for minimum qualifications.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Property Management Division Manager who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination including a drug

screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

Asset Manager I salary is \$49,500-\$60,240/annually

Asset Manager II salary is \$57,336-\$69,888/annually

Asset Manager III salary is \$66,528-\$81,072/annually

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 14 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.
- Retirement-The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.
- The Housing Authority of the County of Stanislaus is an equal opportunity employer.

The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000(voice) or (209) 557-2012.



**ASSET MANAGER I/II/III
SUPPLEMENTAL QUESTIONNAIRE
(Required)**

This supplemental questionnaire must be returned with your application. Use additional page(s) if more space is needed.

1. Describe the experience, skills, and knowledge which you possess, which make you qualified for this position.

2. Describe your supervisory experience, including the responsibility level of those supervised and the number of employees supervised.

3. Describe an operational problem in your current work environment which you resolved. Indicate how or what actions you took to resolve the problem.

4. Describe your experience working with clients from various socio-economic backgrounds.