

BROCKTON HOUSING AUTHORITY

Asset Manager II

Rate of Pay: \$64,711

Location: Various

Hours Per Week: 35

General Statement of Duties: Responsible for the management and efficient operation of an assigned number of public housing units. Work is performed with considerable independence or judgement within the constraints of established regulations, policies and procedures. Responsibilities require judgement and discretion to ensure the long-term financial and organizational goals as they relate to assigned complexes. The Asset Manager is responsible for monitoring rent collection, maintenance, resident services and security to ensure proper care is given to the operation of each.

Supervised By: Director of Asset Management

Responsibilities:

1. Manage and ensures efficient operation of an assigned number of public housing units.
2. Provide direct supervision to assigned staff members.
3. Ensure completion of tasks required in the annual and interim reexamination process.
4. Inspect common areas of all assigned complexes on a regular basis.
5. Perform unit inspections within 60 days of new move in.
6. Perform annual inspections as well as follow-up inspections of each unit within assigned area.
7. Coordinate second inspection with Service Coordinators for all Elderly/Disabled units.
8. Maintain well-documented resident files in accordance with appropriate State and Federal regulations.
9. Monitor assigned complexes to ensure proper care of such is provided.
10. Coordinate with appropriate Maintenance Supervisors and site personnel, and coordinates with Authority's Maintenance staff to ensure proper routine and preventative maintenance is provided to the complex.
11. Coordinate Security and Police initiatives and monitors their progress.
12. Utilize development-based budgets and strongly monitor for cost effectiveness.

13. Develop project and portfolio-wide strategies to ensure that each development remains fully occupied, in compliance for minimum levels of fitness, and that all housing units are in good repair.
14. Review delivery of Maintenance services for routine and Emergency Work Orders and recommend professional changes.
15. Assist in developing preventative maintenance procedures for portfolio and submittal of weekly, monthly, quarterly, semiannual and annual reports as requested.
16. Attend meetings and appropriate job trainings as required or assigned by supervisor.
17. Perform duties consistent with agency/program policies and procedures.
18. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
19. Perform other work-related duties as required or as assigned by supervisor/designee.

Qualifications:

- Bachelor's Degree and three years of experience working in assisted housing. *Substitution: High School Diploma/GED plus extensive demonstrated experience working in the administration of assisted housing or public housing programs.
- Demonstrated knowledge of Public Housing Regulations Principles and Practices.
- Demonstrated ability to analyze, plan, supervise and administer a full range of responsibilities related to the completion of tasks related to duties.
- Ability to communicate effectively, both orally and in writing, and to motivate others toward a common goal/objective.
- Ability to analyze complex situations and problems, and arrive at regulation of same.
- Ability to establish and maintain effective working relationships with supervisors, those supervised, persons in other offices, agencies, and the general public.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: 10/12/21