



Job Title: Assistant Director of Asset Management
Department: Asset Management
Reports To: Director of Asset Management
Position Classification: E05
Approved Date: March 2022

Position Summary:

The Assistant Director of Asset Management is responsible for the day-to-day management of occupancy, operations, and business continuity of all Loveland Housing Authority (LHA) properties and assistance programs. This position is mid-level management and will oversee a staff of supervisors, program and property management specialists, and on-site management personnel. The Assistant Director of Asset Management will report to the Director of Asset Management and will provide management support for the entire Asset Management Department when the Director is unavailable.

Essential Job Functions:

Department Operations

- In collaboration with Director of Asset Management, establish, communicate, and monitor annual Key Performance Indicators, goals, and expectations.
- Work with staff to analyze and resolve problems as issues arise at specific properties.
- Ensure compliance with federal, state, and local laws.
- Annually review department policies and procedures and recommend updates when necessary.
- Ensure adequate grievance procedures and policies are in place.
- Ensure positive resident relations are established and maintained.

Business Continuity

- Determine appropriate rents for each project and ensure that they are incorporated in a timely manner.
- Determine appropriate fair market rents for LHA's Section 8 program, and ensure that they are incorporated in a timely manner.
- Initiate and lead budget development process for each property's annual budget, and monitor regularly to ensure financial targets are met, and initiate corrective action as appropriate.
- Manage financial operations of all properties including occupancy, accounts receivable, vacancy loss and marketing.
- Manage financial performance of all assistance programs including two-year tool, voucher utilization, etc.
- Identify budget expense overages and as appropriate initiate corrective action or escalate to management team.
- Act as Liaison to Accounting Department to address Accounting related issues.

Compliance

- In collaboration with LHA Compliance Manager and Housing Supervisors, ensure that all properties and programs are routinely audited for program compliance.
- Monitor quality control reviews of each site's leasing and re-certification processes to ensure integrity and compliance standards. Quality reviews will be completed by internal staff, funding partners, and governing agencies such as the Colorado Housing and Finance Authority and the Colorado Division of Housing, US Department of Housing and Urban Development, and US Department of Rural Development.
- Monitor compliance with performance of HUD assessment systems (TRACS, EIV, etc.).
- In collaboration with LHA Compliance Manager and Supervisors, initiate appropriate corrective action to address compliance issues.
- Manage staff to ensure reporting deadlines are met.



Staff management

- Provide excellent leadership for assigned staff.
- Oversee department’s new staff onboarding and training program.
- Ensure that all department staff are properly trained and have access to third party training and certification programs.
- Meet regularly with direct reports to manage work performance and discuss pertinent concerns.
- Conduct annual evaluations for all direct reports.

Responsible for other duties and management of special projects as assigned by Director of Asset Management and/or Executive Director.

Knowledge, Skills and Abilities:

Must be able to establish and maintain positive and productive relationships with LHA staff, customers, and external partners. Must possess excellent written and verbal communication skills and be able to represent LHA in a positive and professional manner. Must be able to work successfully in a collaborative atmosphere and provide excellent customer service but must also be able to work independently. Ability and willingness to take initiative, exercise good judgment and make sound decisions within the scope of assigned authority.

Core Competencies:

Teamwork	Responsiveness
Collaboration	Attention to detail
Professionalism	Organizational skills
Innovation	Problem solving skills
Integrity	Active listening
Trust	Positive attitude

Job Specific Competencies:

- Knowledge of LIHTC and HUD programs including Multi-Family and USDA-RD
- Knowledge of general accounting, budget management, procurement policies and procedures,
- Knowledge, and ability to manage the financial and revenue programs for all housing programs in compliance federal, state, county, and city regulations.
- Understand or be willing to learn all Housing software programs including Microsoft Office, HAB, MRI, Encompass, VMS, Elite, PIC, TRACS, WCMS, etc.
- Ability to effectively use personal computer, scanner, printer, and other essential general office equipment.

Supervisory:

This position supervises exempt, non-exempt, and non-supervisory exempt positions.
This position carries out supervisory responsibilities in accordance with the organization’s policies and procedures.

Education and/or Experience:

Bachelor’s Degree required, preferred degree in Non-Profit Management, Public Administration, Business, or related discipline. Minimum 5 years of affordable housing and supervisory experience, 10 plus years preferred. Preferred bilingual English / Spanish.

Driver’s License and Background Check

- Must possess and maintain a valid Colorado Driver’s License with an acceptable driving record (no major violations within the last three years) and be insurable through Loveland Housing Authority insurance carriers.
- A criminal history and motor vehicle background check is required.



Working Environment:

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field, which may include navigating properties and inclement weather. Work is generally completed during normal office hours but may occasionally include evenings and weekends.