



Position Description

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| Position Title: | Development Asset Manager | Department: | Real Estate Development |
| Reports to: | SVP of Real Estate Development | Employment Status: | Full-Time |
| FLSA Status: | Exempt | Date Created: | February 2020 |

Summary

The primary purpose of this position is to provide oversight, support and compliance monitoring of independent property management firms that manage Columbia Housing or affiliate owned properties. The incumbent is responsible for the overall administration of the Project Based Voucher Program in accordance with all HUD requirements and Columbia Housing policies and procedures.

All activities must support the Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Responsible for all administration of the Project Based Voucher Program including analysis of program cap; preparation and issuance of solicitations; recommendations for award of PBV units; preparation and approval of subsidy layering; coordination of all environmental clearances; preparation of AHAP agreements and HAP contracts; analysis and recommendations of rent increases; and preparation of amendments to HAP contracts.
- Directly administers all ongoing functions of the Project Based Voucher Program including management of property specific waiting lists; occupancy; vacancy claims; inspections; and HAP payments.
- Serves as liaison with all owners of properties with Project Based Voucher HAP contracts; meets regularly with owners and/or management agents; addresses concerns and enforces the PBV HAP contract.
- Serves as liaison with all third party Management companies that manage CH or affiliate owned properties; establishes standardized monthly owner reporting package; monitors receipt of monthly reports and analyzes property performance.
- Conducts random site visits to all third party managed properties and PBV properties and conducts quality control reviews of tenant files and HQS standards.
- Coordinates all resident relocation activities of the organization in accordance with the Uniform Relocation Act; the Rental Assistance Demonstration Program and other applicable federal, state and local laws, regulations and ordinances.
- Prepares all relocation notices; approves and processes all relocation claim forms; maintains all relocation files.
- Collects, reviews, ensures accuracy of, and analyzes operational information and data. Based on information, data, and statistics, accurately prepares a variety of weekly, monthly, annual, and other periodic documents and reports concerning operations and trends. Uses reports to make appropriate operational decisions.
- Performs other duties as assigned.

Behavioral Competencies



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

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

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; 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. Recognizes work 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; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

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

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of the general operations and procedures of a Multi-family affordable housing with direct HUD subsidy.
- Knowledge of departmental policies and procedures.
- Extensive knowledge in private and public sector as it pertains to asset and property management principles and practices; landlord-tenant regulations; barriers to housing opportunities encountered by low-income households, including those with special needs.
- Knowledge of advanced principles, practices and administration of program development, coordination, contract negotiation, and budget preparation.
- Demonstrated skill in interpreting and applying pertinent Federal, State and local laws, codes and regulations.

Education and/or Experience

Bachelor's Degree in Business Administration, Public Administration, Finance, or related field and a minimum of five (5) years of progressive experience in administration of housing subsidy programs; asset management, auditing, finance, or accounting. An equivalent combination of education and experience may be considered.



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Some positions may require possession of a valid driver's license and the ability to be insurable under the CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 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.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]