

## **BROCKTON HOUSING AUTHORITY**

**Scattered Site Portfolio Manager**

**Rate of Pay:** AM III Band

**Location:** Various

**Hours Per Week:** 35

**General Statement of Duties:** Responsible for the management and efficient operation of an assigned Portfolio of affordable 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 Portfolio. The Portfolio Manager is responsible for ensuring that each tenant is paying the appropriate rent each month; that the portfolio is inspected and well maintained; that security and tenant services are adequately provided; and that the lease and all program regulations, rules and policies are adhered to.

**Supervised By:** Division Director of Housing Administration

### **Responsibilities:**

1. Manage and ensure effective operation of a Portfolio of scattered site affordable housing units.
2. Provide direct supervision to assigned staff members.
3. Ensure completion of tasks required in the annual and interim reexamination process in conjunction with Leased Housing Department.
4. Meet with Families to explain the lease and family obligations within 60 days of move in and ensure lease compliance during the term of the lease.
5. Ensure resident files, including lease, tenant income verifications and unit inspections are in accordance with appropriate regulations of funders.
6. Provide annual recommendation to Division Director of Housing Administration regarding the lease status of families in the Portfolio.
7. Coordinate Tenant Services in accordance with Program regulations, policies and rules.
8. Coordinate Security and Police initiatives and monitors their progress.
9. Inspect common areas of Portfolio on a regular basis.

10. Accompany any inspector performing initial, recertification, follow up or special inspections for the Portfolio.
11. Monitor Portfolio and coordinate with Affordable Housing Maintenance Supervisor to ensure proper routine and preventative maintenance is provided to the Portfolio.
12. In conjunction with the Affordable Housing Facilities Supervisor and the Division Director of Housing Administration develop a preventative maintenance schedule and procedures for the Portfolio and submittal of quarterly and annual reports as requested.
13. In conjunction with the Affordable Housing Facilities Supervisor, the Division Director of Housing Administration, and the Chief Procurement Officer, procure necessary maintenance services in accordance with Federal and State Laws, regulations, policies and procedures.
14. Develop project and portfolio-wide strategies to ensure that each development remains fully occupied, in compliance with minimum levels of fitness, and that all housing units are in good repair.
15. Review delivery of Maintenance services for routine and Emergency Work Orders and recommend changes if needed.
16. Monitor work orders and assist in the preparation of and close out of work orders for the portfolio as needed.
17. Ensure that the portfolio is in compliance with all regulations and funder requirements.
18. Assist in preparation of grant applications.
19. Communicate and work with Boards of agencies for which the Brockton Housing Authority contracts to manage properties.
20. Attend meetings and appropriate job trainings as required or assigned by supervisor.
21. Perform duties consistent with agency/program policies and procedures.
22. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.

23. Perform other work-related duties as required or as assigned by supervisor/designee.

**Qualifications:**

- Bachelor's Degree and three years' experience in the administration of affordable or Federally assisted housing.
- Demonstrated knowledge of Public Housing Regulations, Principles and Practices and/or demonstrated working knowledge of the Section 8 Housing Choice Voucher Program
- 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 a solution.
- Ability to establish and maintain effective working relationships with supervisors, those supervised, persons in other offices, agencies, and the general public.
- Bilingual preferred

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Date: March 29, 2019*