

## **BROCKTON HOUSING AUTHORITY**

### **Director of Asset Management**

**Rate of Pay:** \$.

**Location:** Various

**Hours Per Week:** 35

**General Statement of Duties:** This is an executive level, professional, hands on management position. The work performed must be done within prescribed procedures, but involves the application of independent judgment in applying asset management principles and techniques to varied work situations. The incumbent is responsible for the administration and operation of the Asset Management, Security, Service Coordination, and Family Self Sufficiency functions of the Federal and State assisted public housing programs of the Authority. The position involves supervising directly or indirectly a work force that has on-site responsibility for the provision of multiple services and programs to support and protect the residents of the Authority's public housing programs. Director is responsible for supervision, training and evaluation of all personnel within these departments.

The Director is expected to develop and recommend the implementation of procedural and policy changes to ensure compliance with most recent regulatory requirements to best provide the services under the purview of the director.

**Supervised by:** Assistant Executive director

### **Responsibilities:**

1. Responsible for day-to-day asset and program management for all public housing units;
2. Supervision of unionized housing management staff, including Asset Managers and Clerks, Security Personnel, Service Coordinators and Family Self Sufficiency staff;
3. Development of those supervised including but not limited to identifying competencies for Asset Managers, such as mixed finance skills or tax credit skills, to meet the changing climate of the housing industry and establishes a training schedule to provide such training to staff;
4. Develop quantifiable performance standards and best practices, set annual goals and measurable outcomes to verify performance with schedule of achievement timeline and milestones for those supervised;
5. Facilitate learning and training opportunities for all assigned staff in order to improve skills and develop new competencies;
6. Act as lead to identify, develop and write grant proposals related to the functions of the departments.

7. Prepare and submit Federal and State annual plans.
8. Responsible for other local, State and Federal Reporting annually and as required;
9. Provide technical expertise regarding asset management and program delivery to all committees within the Brockton Housing Authority, and on tenant related issues including the Resident Advisory Board;
10. Work cohesively with other Directors, vendors, and City of Brockton departments that support the operation of the BHA;
11. Serve as Regulatory Compliance Officer ensuring updates of Administrative and Continued Occupancy procedures, conducts random audits of Public Housing Files.
12. Serve as the Asset Management representative on the Capital Planning Committee.
13. Monitor the Authority's Integrated pest activities to ensure proper follow up by Asset Management staff.
14. Attend meetings and appropriate job trainings as required or assigned by supervisor.
15. Actively participate in state-wide professional organizations in order to bring to the newest thinking to the agency.
16. Performs duties consistent with agency/program policies and procedures.
17. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
18. Perform other work-related duties as required or as assigned by supervisor/designee.

**Experience and Education:**

- Master degree in Public Administration or related field preferred or; Bachelor's Degree with experience in Public Housing or residential real estate management;
- Supervisory experience of a professional staff
- Extensive experience in Real Estate Management;
- Certification in PHM, CPM, ARM, and ACM preferred.

**Qualifications and Skills:**

- Ability to work in complex state (DHCD) and federal (HUD) regulatory environment, especially with regulations relating to asset management.
- Excellent oral and written communication and supervisory skills
- Ability to organize, supervise, and develop a departmental staff consisting of both professional and clerical support staff.
- Ability to build trust of staff, colleagues, and outside constituents
- Ability to interface and communicate effectively with other departments.
- Knowledge of management theory and practices.
- Sophisticated knowledge of office computer software including Microsoft Word, Excel, Access and internet/e-mail systems including a working knowledge of data processing applications.

- Must be able to speak clearly and distinctly
- Knowledge of accounting and budgeting principles and practices.
- Demonstrated ability to plan, organize and schedule multiple tasks and to meet deadlines;
- Demonstrated ability to work with minimum oversight and to take direction from Supervisor;
- Experience in Grant writing;

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

6/28/2021