

## **BROCKTON HOUSING AUTHORITY**

**Affordable Housing LIHTC Asset Manager**

**Rate of Pay:** \$57,421

**Location:** Various

**Hours Per Week:** 35

**General Statement of Duties:** Responsible for the management and efficient operation of an assigned number of Public, LIHTC, and 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 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:** Assistant Executive Director or Designee

### **Responsibilities:**

1. Manage and ensures efficient operation of an assigned number of public, LIHTC, and 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 accordance with HUD, IRS and State regulations as applicable.
4. Inspect common areas of all assigned complexes on a regular basis.
5. Meet with Families to explain the lease within 60 days of move in and ensure lease compliance during the term of the lease.
6. Provide annual recommendation to Director of Asset Management regarding the lease status of families in assigned units.
7. Perform unit inspections within 60 days of new move in.
8. Perform annual inspections as well as follow-up inspections of each unit within assigned area.
9. Coordinate second inspection with Service Coordinators for all Elderly/Disabled units.
10. Maintain well-documented resident files in accordance with appropriate State, Federal, and IRS regulations.

11. Monitor assigned complexes to ensure proper care of such is provided.
12. 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 portfolio.
13. Coordinate Security and Police initiatives and monitors their progress.
14. 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.
15. Review delivery of Maintenance services for routine and Emergency Work Orders and recommend professional changes.
16. Ensure that the portfolio is in compliance with all regulations and funder requirements.
17. Monitor work orders and assist in the preparation and close out of work orders for the portfolio as needed.
18. Assist in developing preventative maintenance procedures for portfolio and submittal of weekly, monthly, quarterly, semiannual and annual reports as requested.
19. Communicate and work with Boards of agencies for which the Brockton Housing Authority contract 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 assisted housing. \*Substitution: Associates Degree plus extensive demonstrated experience working with assisted housing or public housing programs.
- Demonstrated 1-2 years of experience as a LIHTC occupancy specialist, performing admissions, lease ups, recertifications, and other related tasks.
- COS, SCHM, C3P or equivalent certification is required
- Demonstrated knowledge of Affordable Housing Regulations Principles and Practices.

- 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 regulation of same.
- Ability to establish and maintain effective working relationships with supervisors, those supervised, persons in other offices, agencies, and the general public.

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Date: 7/7/23*