



JOB DESCRIPTION

Position:	Portfolio Director
Location:	St. Petersburg, FL
Supervisor:	Senior Vice President
Status:	Full-time Exempt
Salary Range:	\$50,000 - \$85,000
Overall Responsibility:	<p>The Portfolio Director is responsible for planning, development, implementation and monitoring of SPHA's public housing and affordable housing portfolio. The position is responsible for ensuring lease-up, rent collections, unit maintenance, and unit turnover are timely and result in minimal vacancies. Responsibilities include interpreting and implementing federal, state, and local regulations and for ensuring overall compliance.</p> <p>The statements contained here reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered as an inclusive listing of work functions or requirements. Individuals may perform other duties as assigned.</p>

Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assist in creation and management of departmental budget
- Plan, organize, and oversee the successful administration of the public housing program, affordable housing properties, and all SPHA facilities
- Monitor staff performance in wait list management, eligibility determination, unit offers, leasing, inspections, certifications and recertifications, and evictions and program terminations
- Recruit, retain and train site level personnel to execute PHA requirements and achieve and maintain PHAS high-performer standards
- Ensure department meets and/or exceeds program targets and performance indicators
- Ensure department compliance with applicable federal and state laws, HUD regulations, SPHA's Admissions and Continued Occupancy Policy (ACOP), and written procedures

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- Ensures, with the 504 Coordinator, that the PHA's policies, procedures, forms, and practices fulfill the PHA's obligation to provide reasonable accommodation and physical modifications for persons with disabilities, LEP requirements, and VAWA protections
 - Monitor changes in program requirements and develop/revise policy and procedures as needed to ensure program compliance and excellence in program administration
 - Monitor for (by AMP) and compile (entire portfolio) Project Performance Reports, reporting on:
 - Occupancy Rates
 - Move-Ins/Outs, Vacant Unit Turnaround Time
 - Emergency Work Orders
 - Non-emergency Work Orders
 - Annual Unit Inspections
 - Rent Collection Rate
 - Tenant Accounts Receivable
 - Quick Ratio (liquidity)
 - Months Expendable Net Assets Ratio (adequacy of reserves)
 - Accounts Payable
 - Annual reexaminations
 - Delinquencies – repayment agreements
 - Reasonable accommodation requests
 - Ensure successful operation of all maintenance programs
 - Oversee PASS scores under PHAS and ensure high physical scores of each property and the portfolio
 - Review and approve purchases and payables
 - Review invoices for coding and accuracy
 - Review and analyze bid summaries, work contracts, vendor summaries, site inventories, market comp/analysis, advertisements, and onsite reports.
 - Ensure timely reporting on PIC and other required reporting
 - Ensure high scores under FASS and MASS.
 - Ensure compliance with applicable property programs such as Public Housing, Project Based Section 8, HOME and/or Tax Credit (LIHTC).
 - Provide and promote excellent customer service to all stakeholders
 - Utilize expertise to assist agency with development plans for affordable housing.
 - Oversees the implementation of marketing methodologies: fair housing outreach, advertisements, signage, banners, curb appeal and rental models
 - Maintain community relationships for all properties
 - Determine training needs and arrange necessary training events
 - Conduct site visits on a regular basis (bi-weekly) to include but not limited to review of: curb appeal, model inspections, expense approvals, and personnel issues.
 - Review property manager inspection checklist
 - Perform other duties and handle projects as assigned

Leadership, Management & Staff Development

Determine team staffing and training needs

Participate in the selection, placement, promotion, training, appraisal, and discipline of departmental personnel

Provide leadership and supervision to carry out SPHA mission and goals

Train, coach, and develop staff members to ensure full utilization of skills and promotional opportunities

Communicate effectively with supervisors, colleagues, and subordinate staff

Coordinate and provide appropriate recruiting, training, coaching and leadership

Supervisory Authority

Exercises direct leadership over all public housing operations, employees, and employee work actions

Supervision Provided

Operates under the direct general supervision of the Senior Vice President.

Knowledge, Skills, and Abilities Required

Knowledge of:

- Leadership principles, effective supervisory skills, and applicable employment laws
- Public housing program regulations and requirements
- Property management
- Fair Housing Laws
- LIHTC regulations
- State and local landlord/tenant laws as relates to public housing program operations
- SHPA policies, procedures and operations
- Current technology and computer hardware/software

Skills in:

- Interpreting federal regulations
- Data analysis and mathematical calculation
- Good judgment and decision making
- Budgeting and resource allocation
- Negotiation and conflict resolution
- Effective time management and delegation
- Effective oral and written communication
- Strong organizational skill needed to prioritize multiple tasks, projects, and demands

Ability to:

- Handle heavy workload conditions, calmly and efficiently
- Sit at a desk or conference table for extended periods
- Frequently move about the office and access stored files and records
- Organize for a fast-paced environment
- Deal with public in an effective, professional and courteous manner
- Maintain effective working relationships with clients, owners, supervisors, staff, colleagues and the general public

Physical Requirements

Possess the level of manual dexterity sufficient to operate terminal keyboard, telephones, fax/copy machines and general office supplies

Ability to sit at a desk or conference table for extended period

Frequently move about the office and access stored files and records

Ability to move, handle, or lift moderately heavy objects such as computer equipment

Minimum Qualifications and Requirements

Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science or a closely related field is preferred, or any equivalent combination of education, experience, and training which, in the sole discretion of SPHA, constitutes the required knowledge and abilities.

A minimum of five years of progressively responsible work experience, with three years of managerial experience, for a public agency, or related experience in the social service or community service field.

At least two years of management or supervisory experience in a related industry preferred.

Other Requirements

Public Housing Executive Management and Public Housing Management (PHM) certifications must be obtained within 12 months of employment. Must possess valid driver's license.

SPHA is an Equal Opportunity Employer

Reasonable accommodations may be made to otherwise qualified individuals with disabilities