

**ST. PETERSBURG HOUSING AUTHORITY
JOB DESCRIPTION**

Position:	Portfolio and Asset Manager	Department:	Facilities
Pay Range:	\$61,475 - \$90,277	Classification:	Full-Time Exempt
Reports to:	Portfolio Director	Revised:	04/26/2022

Position Summary:

This is an administrative position responsible for the efficient and effective management of residential real estate. The Portfolio & Asset Manager is responsible for ensuring compliance with applicable U.S. Department of Housing and Urban Development (HUD) regulations, Low Income Housing Tax Credit regulations, and Housing Authority policies, according to the ACOP. Work is performed with considerable independence under the direction of the Portfolio Director.

ESSENTIAL POSITION FUNCTIONS:

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

- Performs supervisory, administrative, and management functions involved in property operations for all affordable and public housing properties.
- Supervises all assigned staff.
- Works with maintenance staff and residents to achieve scores of 90 or better during UPCS/NSPIRE/Housekeeping inspections.
- Assists, confers with, and advises new residents on lease requirements and responsibilities.
- Conducts or supervises applicant background checks and recommends acceptance or rejection of applicants, according to the selection criteria.
- Interviews prospective residents, shows available apartment units to applicants, and explains the operation of the dwelling equipment.
- Leases vacant units to approved applicants.
- Verifies and documents eligibility at admission and the re-examination, recertification for the tenants' income and family composition as applicable per HUD, LIHTC and/or other subsidized housing program requirements.
- Manages and maintains a waiting list of prospective residents.

- Collects at least 97 percent of the rent billed every month.
- Maintains an occupancy rate of at least 97 percent every month. Monitors that the delinquency remains under 3 percent every month for each property.
- Enforces the Lease with particular emphasis on rent payment, housekeeping, unauthorized occupants, and violent or drug-related criminal activity.
- Maintains and monitors lease and accounting records, accounts receivable/delinquency records, and eviction notifications. Prepares financial reports and reviews same to assure accuracy and completeness prior to submission.
- Prepares and monitors daily, weekly, and monthly vacancies and delinquency reports.
- Provides direction and instruction to Facilities and Maintenance Supervisor to ensure the completion of work orders, preventative maintenance tasks, and preparation for physical inspections.
- Monitors contractors rendering services on the property.
- Inspects all apartments and grounds for maintenance and repair requirements to ensure that maintenance personnel and residents are maintaining units and grounds in a decent, safe, and sanitary manner and directs resident and maintenance supervisor in remedying any noted deficiencies.
- Walks the property daily/weekly to monitor conditions of units and grounds and interact with staff and residents. Issue violations as needed.
- Conducts and maintains perpetual and annual inventories of supplies and equipment and reviews requisitions for the purchase of supplies and equipment to assure compliance with Housing Authority purchasing policies and procedures.
- Prepares rent roll controls on all move-ins, move-outs, rent changes, etc.
- Counsels tenants delinquent in rent payments and takes appropriate action including entering into repayment contracts and preparing lease termination packages for Court action.
- Investigates written and/or verbal tenant complaints and resolves them when possible; refers others to the Portfolio Director.
- Prepares monthly, quarterly, and annual HUD reports as applicable and assigned.
- Refers tenants in need of supportive services to Social Services staff or appropriate organizations.
- Establishes and maintains a good rapport with the public, fellow employees, residents, and other housing authorities, and promulgates and maintains Housing Authority policies, rules and applicable HUD regulations.
- Attends and participates in resident association meetings.

- Assists in the preparation of the annual budget for the property; prepares daily statement of operations; reviews and approves payroll time cards; reviews and monitors all property reports for compliance with operating standards; assures accuracy and timeliness of all reports submitted to the Portfolio Director and/or his/her supervisor.
- Assists Portfolio Director in training staff.
- Approves petty cash expenditures and submits report on same.
- Reads and computes utility meters and submits reading for billing to residents.
- Submits recommendations to the Portfolio Director on reasonable accommodation requests, evictions, and transfers of residents
- Works with various governmental agencies, housing authorities, and the public as appropriate.
- Performs other duties as may be assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Public housing, Low Income Housing Tax Credit (LIHTC) and subsidized housing program regulations, requirements, and standards as determined by HUD.
- Fair Housing Laws.
- Rental housing market and landlord/tenant laws.
- Authority's policies, procedures and operations.
- Current technology and computer hardware/software.

Skills in:

- Client and customer service and relationship building.
- Typing with accuracy – 35 words per minute minimum.
- Oral and written communication.
- Judgment and decision making.
- Data analysis and mathematical calculation.
- Time and workload management.

Ability to:

- Sit at a desk or conference table and enter information on a computer for extended periods of time.
- Frequently move about the complex and office to show apartment units and access stored files and records.
- Handle heavy workload conditions, calmly and efficiently.
- Organize for a fast-paced environment.
- Deal with the public in an effective, professional and courteous manner.
- Maintain effective working relationships with clients, residents, supervisors and the general public.
- Obtain certification of designated housing programs. Obtain a Public Housing Manager Certification or equivalent within one year of completion of probationary period.
- Successfully pass the Housing Credit Certified Professional (HCCP) within one year of

completion of probationary period.

Minimum Qualifications & Requirements:

- High School Diploma or possession of a GED certificate supplemented. Associate Degree preferred.
- At least three (3) years of progressively responsible management experience in public housing.
- At least three (3) years' experience in conducting annual re-examinations and interim examinations.
- At least of one (3) years of LIHTC/HOME property management experience preferred.
- Computer proficiency in MS Office software. Able to operate internet applications, email, and proprietary software programs.
- Any equivalent combination of education, experience, and training, which at the sole discretion of SPHA, constitutes the required knowledge and abilities.

Accommodations:

Upon request, reasonable accommodations will be made to otherwise qualified individuals with disabilities.

Approved:

I confirmed having received a copy of the Portfolio Manager & Asset Manager Job description, revised 1/10/2022.

Name

Date