



“FLINT HOUSING COMMISSION OPEN POSITION” (Open to the Public)

TITLE: DIRECTOR OF ASSET MANAGEMENT

DEPARTMENT: ASSET MANAGEMENT

REPORTS TO: EXECUTIVE DIRECTOR/DEPUTY DIRECTOR

GENERAL STATEMENT OF DUTIES:

The Flint Housing Commission is seeking a full-time Director of Asset Management. The Director of Asset Management is responsible for overseeing the Property Managers and assigned staff to ensure compliance with all aspects of the Low Income Public Housing program. Responsibilities include but are not limited to overseeing maintenance, physical conditions, rent collections, occupancy rates, and resident relations. This position involves reviewing, planning, implementation, and coordination of all strategies for the Asset Management department. Responsible for creating and updating policies and procedures. Creates and provides reports and information to the Executive Director/Deputy Director as needed. Must be knowledgeable of HUD regulations and all other related regulations as it relates to Asset Management.

RESPONSIBILITIES:

- Oversees and coordinates all management and maintenance functions within the Asset Management department.
- Oversees all efforts of leasing vacant units. Takes necessary steps to reach and maintain a 97% occupancy rate agency-wide.
- Formulates plans and procedures, establishes deadlines, establishes reporting requirements, analyzes problems, and cooperatively develops solutions within Asset Management.
- Drafts and implements policies and procedures to increase and maintain FHC's MASS and PASS scores.
- Coordinates and assists with planning special projects within Asset Management.
- Administers all service contracts for all sites.
- Responsible for creating and maintaining policies, procedures, and the ACOP.
- Administers all aspects of EIV requirements.

- Ensures move-ins, annual certifications and interims are performed and completed in accordance with HUD regulations and FHC's policies.
- Works closely with the Finance Director, Modernization Director and staff in order to prepare and monitor operation/grant budgets.
- Oversees all efforts of rent collections. Takes necessary steps to reach and maintain a 97% rent collection for all sites.
- Reviews and takes appropriate action of resident transfer requests and resident requests for reasonable accommodations.
- Meets with residents, resident organizations, and external agencies to receive input regarding the operations of all sites.
- Responds to resident concerns.
- Monitors lease enforcement by providing directions and assistance.
- Oversees purchasing and procurement efforts for all materials and services for the Asset Management department.
- Works closely with the Maintenance Operations Director for technical assistance in maintaining properties and training.
- Monitors performances of assigned staff through periodic inspections of properties and information reports.
- Assists the Executive Director in the development and implementation of long-term and short-term goals of the FHC.
- Communicates with outside agencies to assist the FHC in building relationships and opportunities in and for the community.
- Reviews and approve time and leave requests for assigned staff.
- Prepares performance appraisals and reviews for assigned staff members.
- All other related duties, which will ensure that FHC meets its goals while providing superior service to its residents.

QUALIFICATIONS:

- Bachelor's degree in management, business administration, or related field, or equivalent combination of education and experience.
- Minimum of five (5) years' experience in a supervisory role within property management (preferably within Public Housing).

- Certification as a Public Housing Manager or able to obtain certification within six (6) months of hire/promotion. Successful completion of rent calculation course.
- Valid driver's license

TO APPLY:

Please submit résumé and cover letter to:

**Attn: Human Resources, Flint Housing Commission 3820 Richfield Rd.,
Flint, MI 48506 or humanresources@flinthc.org**

**Résumés and cover letters must be received no later than 5:00 p.m. on
February 27, 2018.**

The Flint Housing Commission is an Equal Opportunity Employer. FHC is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located are encouraged to apply.