



Position Summary

Under the direction of the Director or Deputy Director, the Chief, Asset Manager is responsible for maximizing the financial performance, value, sustainability, physical condition and appearance of the Howard County Housing Commission's real estate portfolio, and ensuring that the properties comply with all income restrictions and other regulatory matters. This position supervises the daily activities of the asset management team. The Chief, Asset Management serves as member of HCHC's senior staff and is expected to contribute to Agency-wide discussions regarding management.

Responsibilities

Oversee the Asset Management Division, which is responsible for HCHC's property portfolio. Specifically:

- a. Oversee HCHC's 3rd-party property management companies.
 1. Meet with property management company staff and review written reports on a regular basis to assess the status and condition of each property;
 2. Monitor the physical condition of each property and ensure that the condition is at the highest possible level;
 3. Ensure that all properties are prepared for, and handle appropriately, emergency weather and other events;
 4. Monitor the economic activity of each property, including the lease-up, occupancy, economic occupancy, and expense levels to ensure that projects are maximizing net revenues;
 5. Approve special leasing activities such as concessions and rent level;
 6. Coordinate and monitor property inspections as needed;
 7. Review reserve balances and requests; work with other entities holding reserves as necessary;
 8. Review and enforce property management agreements;
 9. Ensure that third party managers are enforcing all local, state, and federal income and other regulatory requirements and that the project is in full compliance with any particular applicable program rules, including Howard County's Moderate Income Housing Unit ordinance, the low income housing tax credit program, HOME, CDBG, or any other programs.
- b. Oversee Property Financial Reporting and Budgeting.
 1. Review monthly property financial reports and make appropriate recommendations;
 2. Work with HCHC's Finance Department to meet budget expectations;
 3. Review and establish budgets for all properties;
 4. Oversee property capital needs, including funding and quality and timeliness of work;
 5. Assist with any necessary grant reporting;
 6. Seek and apply for potential funding opportunities for HCHC developments.
- c. Assist the Development Division with project operating budgets for potential acquisitions and the development of new properties.

- d. Manage the Asset Management Division.
1. Supervise Asset Management staff, including assignments of duties, evaluations, daily guidance, and mentoring; approve time cards and vacation schedules;
 2. Create and oversee the Asset Management Division budget and accounting;
 3. Represent the Division at HCHC internal and external meetings, monthly at Commission Board meetings, and at other functions;
 4. Review purchase agreements, construction contracts, regulatory agreements, development and partnership agreements;
 5. Prepare regular reports for the Executive Director and the Commission Board;
 6. Develop and enforce Asset Management Division policies and procedures;
 7. Maintain Asset Management electronic and paper files; recommend changes as appropriate to filing protocols;
 8. Assist in the application for awards and recognitions for HCHC projects;
 9. Respond to resident complaints and issues, as necessary; respond to complaints and issues regarding residents and properties generally, as necessary.

Qualifications

The successful candidate for the position of Chief, Asset Management will have substantial previous experience with the management of mixed-income, multifamily properties, including leasing, maintenance, compliance with low-income housing programs, finance, and budgeting. Supervisory experience is preferred, along with financial analysis skills, strong written and verbal communication, and organizational abilities.

The Chief, Asset Management must have knowledge of:

- Lease up activities and on-going property management.
- Financial reporting for multifamily properties.
- Income restrictions under local, state, and federal program, along with compliance rules and best practices.
- Trends, including occupancy trends, in multifamily housing.
- Work-related computer applications, including Word, Excel and Powerpoint.

The Chief, Asset Management must have skills and abilities to:

- Communicate effectively using several media.
- Plan, organize and review the work of professional and support staff.
- Train staff and support professional development.
- Administer budgets and anticipate future budget needs.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Prepare detailed written reports, correspondence and proposals.

Minimum Qualifications

- Graduation from a four-year college with major coursework in public administration, business, planning, finance, social sciences or closely related fields.
- Three years of progressively responsible administrative experience which has included at least one year of managing staff.
- Ability to travel to various locations within the Howard County metropolitan area with a valid driver's license and satisfactory driving record.
- Ability and willingness to travel occasionally to attend conferences and training events across the nation.

Compensation

The projected compensation range for this individual will be competitive and in accordance with the pay grade system of HCHC and the background and experience of the selected candidate. HCHC's employee benefits are provided through Howard County and include Medical, Dental, Life/Accidental Death and Dismemberment coverage, optional short-term disability insurance, and a tax-deferred savings retirement program.

Non-Discrimination

HCHC firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.

Application Process

Please email a cover letter and resumé to careers@househoward.org.