ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT

ASSET MANAGER (HOUSING)
Community Planning, Housing and Development

Salary Range: $83,179.20 - $127,025.60 Annually

Announcement No: 3622-21B-PHD-SD       Closing Date: 10/08/2020

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 2100 Clarendon Blvd., Arlington *METRO-accessible*

POSITION INFORMATION

Arlington County's Department of Community Planning, Housing and Development (CPHD) is seeking a strategic Asset Manager on the Housing Finance and Asset Management team, that will be responsible for managing and analyzing information regarding all aspects of the County’s multi-family and single-family loan portfolios, which have a collective value of over $300 million. The Asset Manager is also responsible for coordinating and directing multi-phased, complex analysis and coordination of financial data for a large and diverse publicly financed portfolio funded with local Affordable Housing Investment Fund (AHIF), federal Community Development Block Grant (CDBG), and federal HOME Investment Partnerships Program (HOME) funds.

The Asset Manager must provide highly specialized, analytical and detailed information about the condition and status of the County’s affordable housing resources, including complexities critical to the County’s Affordable Housing Master Plan and housing goals. This position also requires significant communication, coordination and sharing of information with internal colleagues in the Housing Division, Department of Management, Finance Department, County Attorney's Office and external stakeholders such as developers, owners, property managers, senior lenders and investors.

Specific duties include:

Asset management functions for County’s multifamily housing development loan portfolio using multiple funding sources such as AHIF, HOME and CDBG funds.

- Manage multifamily loan portfolio presently valued at $300 million with 65+ active loans to include review, analysis and assessment of County's loan portfolio annually via operating budgets, annual loan repayment calculations, audited financial statements, annual insurance certificates, financial monitoring and ensuring timely submission and deposit of approximately $5 - $6 million in annual loan revenue;
- Interpret and manage loan portfolio information for use by Housing Division (HD), the Department of Management and Finance (DMF), the Housing Commission (HC) or other County departments as requested;
- Monitor strategically owner/developers annually, prioritize and schedule work based on reviews of financial information, size of loan portfolio with County, and status of properties.
- Utilize monitoring results to identify trends and recommend changes to improve efficiencies for the property and/or program effectiveness;
- Coordinate and share information with Compliance Officers and work with them to provide complete information to Housing Division colleagues and other internal stakeholders regarding overall operations for all properties in the loan portfolio; and
- Recommend revised policies, goals, objectives, and procedures in accordance with federal, state, and local regulations to ensure an integrated housing program for affordable housing clients and the community.
Asset management of County's single-family housing loan portfolio, including the Moderate-Income Purchase Assistance Program (MIPAP), Home Improvement Program (HIP), and Affordable Dwelling Unit (ADU) program with AHIF, HOME, and CDBG funds.

- Manage the single-family loan portfolio currently valued at approximately $5 million with 200 active loans and ensure timely submission and deposit of approximately $400,000 - $500,000 in annual loan repayments and loan payoffs; and
- Serve as County point of contact with loan servicer on client services, financial submittals, and senior lenders; examine monthly loan servicer reports for repayment amounts, delinquencies, and payoffs to ensure compliance with homeowner loan documents.

Project Refinancing and Debt Restructuring Work for Housing Division.

- Examine, analyze, and underwrite multifamily and single-family loans to support requests for interest rate reductions, debt refinancing, and/or loan subordinations; and negotiate loan terms and conditions during debt refinancing to maintain the long-term viability of the loan/property to serve low-income County residents and minimize the County's risk; and
- Direct research of other financing and funding programs, rental assistance opportunities, and partnerships that allow properties to improve their financial position with dedicated revenue options.

The ideal candidate will have:

- Technical, financial, auditing and accounting expertise in affordable housing;
- Problem-solving skills to define problems and collect relevant information to recommend technical solutions;
- Ability to work in a collaborative, team-oriented environment;
- Communication skills to exchange information with investors, lenders, County staff, elected officials and the public;
- Writing skills to compose and edit reports, proposals, contractual and technical documents, policies, and recommendations; and
- Interpersonal skills to resolve complaints and/or conflict, maintain liaison, and speaking in public.

SELECTION CRITERIA

Minimum: Bachelor's degree in Accounting, Business, Finance, Real Estate Development, Public Administration, Planning or a related field, plus progressively responsible experience related to affordable housing development and finance programs and/or asset management.

Substitution: Additional education may be substituted for experience.

Desirable: Preference may be given to candidates with a Master's degree in related field and with experience in one or more of the following:

- The complexities associated with affordable housing development, finance, auditing and accounting;
- Working with affordable housing finance programs, including Low-Income Housing Tax Credit (LIHTC), historic tax credits, local financing, federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs; and
- Multifamily and single-family asset management and compliance.

SPECIAL REQUIREMENTS
Please attach a resume to the on-line application. Please provide a cover letter or supplemental question response that addresses how your experience and education meets the job requirements, including direct experience in the following areas:

- Multifamily and single-family asset management and compliance;
- Working with affordable housing development and finance; and
- Working with affordable housing finance programs.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate upon hire and annually thereafter.

**ADDITIONAL INFORMATION**

**Work hours:** Monday – Friday, flexible hours generally between 8:00 a.m. - 5:00 p.m. Occasional night and weekend meetings as well as out of County travel.

The official job title of this position is Development Specialist, Principal.

Your responses to the supplemental questionnaire are considered part of the selection process and are required for this position. Please do not give “see resume” as a response to the questions. Incomplete applications will not be considered.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to [https://careers.arlingtonva.us/](https://careers.arlingtonva.us/), click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail sdixon@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 09/25/20
* 1. What is your highest level of education?
   - High School Diploma/GED
   - Bachelor's Degree
   - Master's degree (or higher)

* 2. As required, did you attach a resume to the on-line application?
   - Yes  
   - No

* 3. Please check if you have experience with the following (check all that apply and be sure the detail of this experience is reflected on your application):
   - Affordable housing development and finance programs
   - Multifamily and single-family asset management and compliance
   - Accounting expertise in affordable housing
   - None

* 4. Please check if you have experience in any of the following Affordable Housing Finance Programs?
   - Low-Income Housing Tax Credit (LIHTC)
   - Historic Tax Credits
   - Local Financing
   - Federal Community Development Block Grant (CDBG)
   - Federal HOME Investment Partnerships Programs (HOME)
   - None

5. Please provide a cover letter or supplemental question response that addresses how your experience and education meets the job requirements, including direct experience in the following areas: • Multifamily and single-family asset management and compliance; • Working with affordable housing, finance and policy; and • Working with affordable housing finance programs.

* Required Question