



**PRINCE GEORGE'S COUNTY
GOVERNMENT**

Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
301-883-6330

<http://www.princegeorgescountymd.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Asset Manager**

An Equal Opportunity Employer

SALARY

\$73,569.00 - \$143,134.00 Annually

OPENING DATE: 09/17/21

CLOSING DATE: 10/17/21

THE POSITION

An Equal Opportunity Employer

Located in the heart of the Baltimore/Washington corridor, Prince George's County borders Washington D.C. and is just 37 miles south of the city of Baltimore. Encompassing almost 500 square miles, with over 900,000 residents Prince George's County has an urban atmosphere that still manages to provide a scenic and peaceful place to live, work, and play.

Housing Authority of Prince George's County is seeking qualified applicants to fill an Asset Manager position, grade G-29, within the Housing Assistance Division.

About this Position:

This is a management level work in which incumbent is responsible for the management of County owned/leased property including 392 affordable housing units(376-public housing and 16-HOME Investment Partnership) and supervision of 10 professional, technical, skilled, and unskilled, and paraprofessional employees. Subject to extensive public contact, the incumbent conducts a wide range of activities to ensure compliance with local, State and Federal regulations. Reporting to the Chief Real Estate Officer, the incumbent provides key administrative and technical support as Manager of the Property/Asset Management Management Branch. This position requires independent judgment and the ability to carry out complex assignments with minimum direction and guidance. Performance is evaluated in terms of overall effectiveness of the property management function in carrying out the Department's mission of providing decent, safe and sanitary housing to County residents. Management capability in meeting the standard is determined by appraisal of program operations against HUD mandated Public Housing Management Assessment Program (PHMAP) and all County, State and Federal operation of residential housing. These areas include, but are not limited to, occupancy, licensing, safety and security, procurement and contracting administration, maintenance operations, construction management and modernization.

EXAMPLES OF WORK

- Responsible for the management of the Property Management Branch. Collaborates with Executive Director/Union and Human Resources Analyst to foster mutual workplace acceptance in achieving Departmental goals and resolving/reducing grievances and workplace issues.
- Initiate's eviction proceedings for those tenants who are in violation of their dwelling lease agreements and represents the agency in court proceedings.
- Develops and negotiates contracts for Architectural and Engineering Services, professional services, maintenance agreements and contract services renovation and rehabilitation for public housing as well as other designated properties under management or construction.
- Supervises the preparation of grant applications to receive awards to comprehensively improve public housing annually.
- Supervises the preparation of Proposals, Invitations for Bid and cost estimates to solicit architectural/engineering services and contractors to perform major modernization, rehabilitation and specialized maintenance.
- Responsible for developing and maintaining sound comprehensive plans for the physical rehabilitation of public housing properties owned/leased by the Housing Authority of Prince George's County.
- Responsible for the preparation and implementation of repair and maintenance programs, preventive maintenance, energy conservation and security programs for Housing Authority properties.
- Responsible for the acquisition and maintenance of vehicles, equipment and tools assigned to the Property Management Branch.
- Attend committees, task forces, and special focus groups in the evening, on weekends and some holidays, as assigned by the Executive Director.
- Demonstrates familiarity with spreadsheet and database software with sufficient skill to produce documents, forms, charts, etc., required to meet program needs.

MINIMUM QUALIFICATIONS

Minimum Qualifications:

Master's degree in business or public administration, social services, sociology, psychology, or related field(s); plus four (4) years of responsible experience in community development with two (2) years in a supervisory capacity; or an equivalent combination of education, experience and training.

PREFERRED QUALIFICATIONS:

Previous experience overseeing inspections of work being performed under contract to ensure compliance with plans and specification. Comprehensive experience being responsible for the preparation and implementation of repair and maintenance programs, preventive maintenance, energy conservation and security programs for Housing Authority properties is also preferred.

ADDITIONAL INFORMATION

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Location: 9200 Basil Court, Largo, Maryland 20774

Work Environment: Asset Managers typically work in offices. Travel to attend events and visit meeting sites during and after typical office hours may be required.

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligible candidates, which will become effective approximately four (4) weeks after the closing date. Once a selection has been made, the register will expire.

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/e-verify.

CLOSING DATE: ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Applications must be submitted by **11:59** p.m. Eastern Standard Time (EST) on **October 17, 2021**.

APPLICATIONS MUST BE FILED ON-LINE AT:
<http://www.princegeorgescountymd.gov/>

EXAM #05012
ASSET MANAGER
KR

Asset Manager Supplemental Questionnaire

- * 1. I acknowledge and understand that the responses to the supplemental questions must reflect the information provided under the "Work Experience" section of the application. My responses will be used to determine whether I possess the minimum qualifications for the position.
- Yes
 No
- * 2. Select the response that best describes your highest level of completed education?
- H.S. Diploma and/or G.E.D
 Associate's Degree
 Bachelor's Degree
 Master's Degree or Higher
- * 3. Select the response that best describes your experience submitting and presenting reports, recommendations, or alternatives that address existing and potential trouble areas in preparation and implementation of repair and maintenance programs, preventive maintenance for housing programs.
- I do not have the experience in the referenced area.
 I have assisted management creating presentations for them to present to executives.
 I have independently created presentations recommending solutions for potential issues within housing programs.
 I have partnered with external stakeholders determining best practices for repair and maintenance programs for housing programs and submitted/implemented findings.
 I am able to anticipate the needs of all parties involved; submitting and presenting reports, recommendations, or alternatives that address existing and potential trouble areas in repair and maintenance programs, preventive maintenance for housing programs
 I have led a team who sole responsibility is to repair and maintenance programs, preventive maintenance for housing programs.

- * 4. From the following responses select the statement that most accurately reflects your experience developing policies and procedures relating to improve the overall efficiency of an organization as it relates to housing programs.
- Executed the development, implementation, and evaluating of policies and procedures. This included creating policies from beginning to end, establishing requirements and priorities; program resources, monitoring and evaluating work activities and outcomes; working directly with team members, and coordinating work with employees.
 - Implemented new policies and procedures. This included working on segments of the policies, organizing work according to established goals, independently assessing team-work products and monitoring progress against goals, and coordinating work with other employees.
 - Participated on a project as a team member creating new policies and procedures.
 - Completed formal training on new policies and procedures
 - None of the above.
- * 5. Select the response that best describes your experience performing supervisory responsibilities in the areas of experience in community development.
- I do not have the experience performing supervisory responsibilities in the referenced areas.
 - I have limited experience performing supervisory responsibilities; employee one on ones; performance evaluations, etc. as it pertains to the referenced areas (less than a year of experience)
 - I have experience performing supervisory responsibilities; employee one on ones; performance evaluations, etc. as it pertains to the referenced areas (one year of experience, but less than two)
 - I have comprehensive experience performing supervisory responsibilities; employee one on ones, Performance Improvement Plans etc. as it pertains to the referenced areas. (two years of experience, but less than three)
 - I have extensive experience performing supervisory responsibilities employee one on ones, Performance Improvement Plans etc. as it pertains to the referenced areas. (three years or more)
- * 6. Do you have at least four (4) years of work-related experience in any of the following areas? If "Yes", check all that apply.
- Responsible for the preparation and implementation of repair and maintenance programs, preventive maintenance, energy conservation and security programs for Housing Authority properties
 - Oversees inspections of work being performed under contract to ensure compliance with plans and specification.
 - Responsible for the preparation and implementation of repair and maintenance programs, preventive maintenance, energy conservation and security programs for Housing Authority properties.
 - Supervises the preparation of grant applications to receive awards to comprehensively improve public housing annually.
 - None of the above.
- * 7. Select the response that best describes your experience developing and establishing quality assurance measures and standards for use in the organization for community development work?
- I do not have experience developing and establishing quality assurance measures and standards for use in the organization.
 - I partnered with management brainstorming ideas as it pertains to developing and

establishing quality assurance measures

I have implemented policies and procedures within an organization that developed and established quality assurance measures.

I have facilitated audits within organization to ensure adherence to established policies and procedures.

I have led a team whose sole responsibilities were to develop and establish quality assurance measures and standards for use in the organization.

* 8. Describe your experience being responsible for the preparation and implementation of repair and maintenance programs, preventive maintenance, energy conservation and security programs for Housing Authority properties. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A"

* 9. Do you have at least three (4) years of work-related experience in affordable and subsidized housing and community development (Public and Indian Housing, Community Development, Economic Development, Affordable Housing)?

Yes

No

* Required Question