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### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

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| **Department:** | **Job Description** |
| **Job Title:** Asset Manager - Pleasantview | **FLSA Status**: Non-Exempt |
| **Reports To (Title):** Director of Occupancy | **Position Status:** Full-time |
| **Prepared By:** Kyle Trafton, COO | **Schedule:** 8:00a – 5:00p (Monday – Friday) |

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| **Rate:** $18.93 - $25.74 | **Revision Date:** January 2022 |

Under general supervision of the PHA Senior Asset Manager, this position manages a 102-unit Elderly/Disabled HUD assisted apartment complex.

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***Essential Duties and Responsibilities and Expectations:***

1. Program Occupancy
2. Building and Grounds
3. Community Programming
4. Miscellaneous Administrative
5. Ensure Organizational Excellence and Core Values are being practiced. Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.

***Occupancy Duties:***

40% of time

* Complete annual recertification for all tenants. Ensure all interim and annual recertifications are processed according to HUD regulations and with appropriate 3rd party verifications for all income, assets, expenses.
* Maintain organized tenant files in proper format in preparation of annual review.
* Perform occupancy and leasing duties in accordance with 4350.3 regulations and Pleasantview Policies and Procedures.
* Complete Special Claims as needed.
* Pull EIV reports monthly and resolve any issues.

***Building and Grounds Duties:***

20% of time

* Responsible for coordinating with Maintenance Supervisor and staff regarding move-outs, work orders, and any other items relating to tenant charges.
* Unit inspections to ensure program compliance.
* Ensure assigned properties are maintained in good condition free of safety or health hazards.
* Walk grounds twice weekly and report issues.
* Ensure community room kitchen area is clean at all times.
* Clean all common areas in between regularly scheduled cleaning (i.e. elevators, entranceways, laundry areas, trash room, decks, exercise room and bathrooms).

***Community Programming Duties:***

20% of time

* Monthly community newsletter and activity calendar.
* Scheduling resident functions for social, health, and personal interests.

***Miscellaneous Administrative Duties:***

20% of time

* Bring all collected rent and other miscellaneous charges payments and security deposits to main office daily if needed.
* Receive, submit, and file work order requests for the property. Tenants should be calling the main office for work order requests not the asset manager.
* Maintain mailbox lists for postal service and tenants.
* Monthly program reports to supervisor.
* MOR Preparation
* Monthly Tenant / Voucher Submission

***Minimum Qualifications (Experience/Education):***

(List education, certification, licenses, experience, skills, special knowledge- list minimum requirements)

* Valid Montana Driver’s License or ability to obtain within 60 days of starting employment with the Housing Authority of Billings.
* High School Diploma or equivalent.
* Minimum three-years of public or private employment experience in administrative office setting.
* Ability to obtain Public Housing Administrator certification within one-year of employment.

## *Competencies or Knowledge, Skills and Abilities (KSA’s):*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Manage time and tasks efficiently with limited supervision.
* Work professionally with co-workers, residents, vendors, and the general public.
* Speak and understand English in spoken and written form.
* Develop letters, memoranda, reports, and schedules, using grammatically correct English.
* Strong attention to detail.
* Ability to multi-task effectively.
* Conflict resolution.
* Critical thinking and problem-solving skills.

## *Physical Demands & Working Conditions:*

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| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both)  Sitting  Talking  Listening  Close & distant vision  Depth perception  Ability to adjust focus  Moderate noise | Walking  Standing  Reaching | Stoop, kneel, crouch, or crawl  Lift up to 10 pounds |

**HomeFront** is an Equal Opportunity Employer. **HomeFront** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that HomeFront reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_