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### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

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| **Department:** | **Job Description** |
| **Job Title:** PHA Asset Manager | **FLSA Status**: Non-Exempt |
| **Reports To (Title):** Senior Asset Manager | **Position Status:** Full-time |
| **Prepared By:** CEO | **Schedule:** Varies |

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| **Rate:** $18.08/hr. - $26.28/hr. | **Revision Date:** July 2023 |

Under general supervision of the Senior Asset Manager, this position coordinates and performs activities relating to occupancy, organization, and rental bookkeeping matters of Public Housing units and related work as required.

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

1. Annual and Interim Certifications
2. Asset Maintenance Coordination
3. Ensure Organizational Excellence and Core Values are being practiced. Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.

***Annual and Interim Certification Duties:***

80% of time

* Meet with clients to conduct various assignment relating to occupancy interviews, tenant relations, rental bookkeeping and other related administrative tasks.
* Daily client communication in person and via phone/e-mail.
* Resolve tenant issues in timely manner.
* Perform interim and annual certification rent adjustments.
* Issue notices for lease violations.
* Coordinate eviction process with lawyer for all Public Housing units and attend court proceedings.
* Interpreting H.U.D. regulations involving H.U.D. reporting forms.

***Asset Manager Duties:***

20% of time

* Responsible for coordinating with Maintenance Director 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 by visiting each complex regularly.
* Actively participate in maintaining our visual and physical standards.
* Assign and maintain parking assignments.
* Complete Tenant Account Receivable (TAR) adjustments for Public Housing.
* Perform Eligibility of Public Housing applicants.
* All other duties as assigned

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

* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_