

## **ASSET MANAGER**

**(Project up to 24 months)**

**SALARY: \$4,978.98 - \$5,774.09 / Biweekly**

**\$129,453.48 - \$150,126.34 / Annually**

**CLOSING DATE/TIME: Thursday, October 17<sup>th</sup>, 2024 at 8:59 pm PST**

### **DEFINITION**

Under direction of the Director of Asset Management, will perform a wide variety of complex duties to assist and support the activities of the Director of Asset Manager that includes; implementation, negotiation and monitoring of asset programs.

### **ESSENTIAL FUNCTIONS**

- Manages the maintenance of property asset portfolios; site visits, unit and tenant file inspections; and
- Monitors the accuracy of financial procedures to ensure fiscal control and accountability of the properties; quarterly and annual budgets; and audit compliance; and
- Coordinates and monitors the quality control process for third party management companies and Authority staff; and
- Manages the preparation and administration of capital needs and annual operating budget; prepares the monthly property financial statements; and
- Prepares reports and conduct analysis of property financial performance; inspect data, gather workflow information from property management staff; and
- Prepares and maintain records and reports; compiles data summary reports for monthly property reviews; prepares annual or quarterly reports for Department of Housing & Urban Development (HUD), CTCAD, and/or the City of Oakland; and
- Ensures compliance with applicable federal, state, HUD, local regulations and Oakland Housing Authority policies and procedures; and
- Maintains current property profile summaries and other related documents; and
- Supervises and evaluates staff.

### **MARGINAL FUNCTIONS**

May be required to attend evening events and meetings, including, monthly Board of Commissioner's meetings. Performs other related work as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Planning or Public Administration or related field from an accredited college or university

AND

Three (3) years' experience in affordable housing asset management, property administration or a closely related field; with Two (2) years of increasingly responsible management experience.

Must possess a valid California Class C driver's license and maintain an insurable driving record.

Public Housing Manager (PHM), Certified Property Manager (CPM) or comparable professional certifications and/or One (1) year experience working within a financial and/or accounting environment are strongly desired.

Bilingual skills in ASL, Mandarin, Cantonese, Vietnamese and/or Spanish are a plus.

An equivalent combination of education, training and experience will be considered.

### **KNOWLEDGE & ABILITIES**

**Knowledge of:** Principals of budget development & administration, program administration, property management and real estate; principles of Federal, State, Local rules and regulations; principals and practices; principles of safety regulations; computer systems & software applications.

**Ability to:** Interpret and apply federal, state and local rules and regulations; apply departmental policies and procedures; prepare clear and concise reports; prepare budgets; principles and practices of leadership and management; foster positive and effective working relationships; operate computer systems & software applications; and communicate effectively in both oral and written form.

### **TO APPLY:**

Please complete and submit an employment application online at [www.oakha.org](http://www.oakha.org) by **Thursday, October 17<sup>th</sup>, 2024 at 8:59pm pst**. Resumes may be attached but will not be accepted in lieu of a completed application form.

### **ADDITIONAL INFORMATION FOR APPLICANTS**

Thank you for your interest in employment at the Oakland Housing Authority.

All applications and resumes will be carefully screened. Those applicants whose education and experience most closely match the requirements of the position will be invited to compete in the examination process. Candidates who compete successfully in this examination will have their names placed on a List of Qualifiers. An appointment will be made from the List. For some positions, an experience/training rating and/or written evaluation of candidates will be used in lieu of the oral examination. The names of the highest-ranking candidates will be placed on the List of Qualifiers, and the final selection will be made from this List. College degrees or units required for the position will be verified prior to final appointment. If this information cannot be verified for a candidate, the candidate's name will not be placed on the List of Qualifiers. All appointments are subject to the approval of the Executive Director.

All prospective employees must pass a physical examination and drug screening by an Authority-designated physician. A pre-employment criminal history background check will also be conducted for all positions. For positions requiring use of an Authority vehicle, candidates' driving records will be checked prior to appointment. To be eligible for appointment, each candidate must possess a valid California Class C driver's license and a driving record acceptable to the Authority's insurer. All prospective employees must also provide proof of American citizenship, or legal resident status and the legal right to work in the United States.

Prior to becoming permanent, new employees must successfully pass a probationary period.

## **BENEFIT INFORMATION**

Employees of the Authority enjoy a competitive fringe benefit program.

SICK LEAVE is accrued at the rate of one day per month.

VACATION LEAVE for new employees is accrued at the rate of 10 days each year. There are also fifteen (15) paid holidays each year.

RETIREMENT - The Authority is a member of the Public Employees' Retirement System (PERS). The Authority also participates in Social Security.

HEALTH, DENTAL, AND VISION INSURANCE is available.

GROUP LIFE INSURANCE is fully paid by the Authority.

Management, supervisory, professional and confidential employees are also entitled to a management benefit package allowance and five days of administrative leave per year.

The Oakland Housing Authority does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran's status or disability in the employment or the provision of services.

In compliance with the federal, state and local disability laws, the Oakland Housing Authority will provide equal employment opportunities to all qualified individuals, without regard to disability. The Authority is committed to making reasonable efforts in the examination process to accommodate applicants with disabilities. Individuals requesting reasonable accommodation in the examination process must do so no later than five (5) working days after the point of invitation by the Authority to an examination, otherwise it may not be possible to arrange accommodation for this selection process. The Human Resources Department will make reasonable efforts in the examination process to accommodate disabled applicants. Applicants with special needs, please call (510) 874-1575 (voice); (510) 832-7331 (TDD).