



Position	Assistant Asset Manager
Assignment	Public Housing
Work Hours	7:00 A.M. & 5:00 P.M.
Salary Range (Monthly)	\$4,418 \$5,369
Supervisor	Asset Manager
Final Filing Date	Open Until filled

Application Requirements

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only. Applications are available online at hacsj.org or at 2575 Grand Canal Blvd., Suite 200, Stockton, CA 95207 and may be submitted by mail, in person, by email to nqlossa@hacsj.org or by Fax to (209) 460-5117.

Selection Procedure

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
 - 8 years of experience may be substituted for a BA degree.
 - 4 years of experience may be substituted for an AA degree.
 - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)

2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on these and other factors and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.

3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) will be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list. All positions generally start at the Step A rate.

Position Description Attached

Position Title:	Assistant Asset Manager	Pay Classification:	Exempt
Supervisor:	Asset Manager	Effective Date:	08/2020

Position Description

Position Summary

Under the direction of the Public Housing Asset Manager, the Assistant Asset Manager must be self-motivated and could work in a team environment as the need arises. The Assistant Asset Manager will assist the Asset Manager with financial oversight and property management. The Assistant Asset Manager should be able to act on behalf of the Asset Manager in their absence.

Essential Duties Job Functions

- Assists the Asset Manager in enforcing the dwelling lease, House Rules and resident obligations, including enforcing equal housing laws and regulations. The Assistant Asset Manager will conduct interviews and will counsel residents with resident/landlord issues.
- Enforces the policies and procedures established in the Public Housing Admissions and Continued Occupancy Plan.
- Inspect grounds and units as needed, prepare and/or serve lease violations, termination notices in YARDI in accordance with HUD regulations and Authority policies.
- Serves as a central contact for work order processing, including preparing new work orders and closing completed work orders and may conduct quality control reviews of work completed to ensure work has been completed satisfactorily. Sends notices to residents regarding related charges and due dates. Assist the Asset Manager with conducting inspections as needed.
- Assists in assigning families to housing units, including monitoring vacancies for both move-in/out actions. Records and coordinates these activities with appropriate personnel, works closely with other sites and departments to maintain applicant packets for upcoming vacancies.
- Assists in the collection of rental charges, work order charges, and other applicable charges. Ensures accuracy amounts collected and data entry of rents in YARDI. Monitors rent reports to ensure tenants are current and serves proper notices for delinquent rent collection and prepare files for legal actions. Ensure that all monies collected are submitted timely to Accounting.
- May appear in court proceedings for Authority/Tenant issues.
- Works with residents and Resident Council to implement and coordinate successful programs and resident activities.
- May cover the front desk and walk-in clientele with quality customer service. Answers telephone calls and returns calls within a 24-hour period.
- Monitors and prepares a variety of site reports to ensure compliance and uses the correct method of written correspondence when serving notices.

Works closely with the Asset Manager to develop forms, letters, and proper correspondence.

- Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.
- Reports any unsafe or hazardous conditions encountered or observed on or in any Authority property or building.
- Ability to work closely with contractors and assist Asset Manager as needed to order supplies from approved vendors.

Competencies and Qualifications

Behavioral Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Client Services - Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments and ensuring that our clients have been heard.

Initiative - Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Professional Behavior - Exhibits positive, polite, courteous, honest and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Communication - Employee is clear, concise and organized in all facets of communication in order to fully transfer understanding. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with appropriate personnel in a timely manner.

Teamwork - Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Integrity - Employee is honest with oneself, coworkers and clients. Stands up for what is right even in the face of opposition.

Safety Awareness - Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates and assists in the correction of any safety concerns where appropriate.

Reliability & Judgment - Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Job Competencies and Qualifications

In order to perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job competencies.

- Knowledge and understanding of HUD regulations and program guidelines to ensure the Authority's compliance with all admission policies and keeps abreast of changes in regulations.
- Enforces the Admissions and Continued Occupancy Policy (ACOP) and the corresponding written procedures.
- Enforces equal housing laws and regulations. Accepts applicant's requests for informal reviews and processes them accordingly.
- Markets housing units and walks the sites to ensure that curb appeal is maintained and that residents are complying with applicable lease provisions.
- Ensures that all files and records are maintained in a neat and well-organized manner.
- Ensure that vacancy turnaround time must be less than or equal to 20 days.
- Ensure 100% completion of annual Uniform Physical Conditions (UPCS), and housekeeping inspections.
- Work Orders
 - Emergency Monitors that all emergency work orders are completed within 24 hours of receiving notice of repair.
 - Non-emergency Monitors that all non-emergency work orders are completed within prescribed time limits.
 - Documentation Monitors that all work orders are entered into the Agency's Work Order System and closed no later than two (2) business days from completion of work order
- Supervise, train, motivate, and evaluate subordinates to ensure occupational growth, effectiveness, and productivity.
- Provide summary and back-up documentation of a tenant issue within 24 hours of receiving request.

Minimum Education, Training and/or Experience

- Graduation from an accredited four (4) year college or university with major coursework in business Administration/Management or closely related field.
- Experience or completion of technical courses and/or training in Property Management is highly desirable.
- The ability to obtain certification as a Public Housing Manager within one (1) year of employment.
- A minimum of four (4) years of work experience in multi-family public housing and/or property management

- An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

- Must be able to operate a variety of office machines including computers, copiers, printers, telephones, etc.
- Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case by case basis)
- Ability to work and/or inspect in wet, damp, hot, cold, or dusty places.
- Ability to stoop and kneel in order to gain access to work areas.
- Ability to move or carry objects in excess of 40 pounds with assistance of a hand-truck or additional person.
- Exempt staff work a flex schedule of eight 9 hour days and one 8 hour day with every other Friday off; exempt employees are measured on outcomes and expected to complete their work irrespective of the flex schedule.

Equal Opportunity and Drug-Free Environment Employer

Housing Authority County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply.

To request accommodation as provide by the American with Disabilities Act (ADA), please contact Human Resource Office at (209) 460-5017, California Relay Service Dial 711