

## **ASSET MANAGEMENT SPECIALIST**

### **DEFINITION**

Under general supervision, performs a wide variety of technical and administrative asset management duties in support of the Santa Clara County Housing Authority's (Agency) asset management programs; including maintaining a portfolio of Agency-managed assets to ensure physical and financial well-being; ensures compliance with financial regulations; oversees property operations through a third party management contractor; serves as a liaison regarding financing regulations and property operations with Agency staff, vendors, contractors, and outside agencies; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Asset Manager. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level, paraprofessional class responsible for performing the full range of asset management inspection duties, in addition to performing a wide variety of record-keeping, reconciliation, monitoring, reporting and financial support activities to ensure the physical and financial well-being of the Agency-managed assets. Positions at this level work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other specialist classifications by the focus on and specialization in asset management operations and financing. It is further distinguished from the Assistant Asset Manager in that the latter is the entry-level class into the Asset Manager series and requires a four-year college degree.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees the Agency's asset management portfolio and the work of third party property management firms to ensure compliance with current Federal, State, Agency, and housing program regulations, guidelines and policies.
- Performs regular property and unit inspections; assists in the preventative, long-term, and emergency maintenance of portfolio assets; observes and reports on physical condition; performs exterior, unit and tenant file inspections; prepares recommendations for capital improvement needs to ensure property condition is maintained in a healthful and safe manner.
- Participates in the development of the annual operating budget and planning for capital needs.
- Prepares a variety of financial documents and reports; compiles data summaries for monthly property reviews and conducts meetings with property staff; monitors project budgets; monitors and tracks property management and accounting records, payments, and agreements; ensures properties are being managed in compliance with all lender, investor, regulatory, state and local regulations and guidelines, and in adherence to the Property Management Agreement.
- Assists in the design, implementation and maintenance of internal financial procedures designed to enhance fiscal control and accountability of the Division and optimization of property revenues.
- Prepares monthly, quarterly and annual budget reviews and narratives on various properties, and ensures financial reports are reliable and accurate.
- Executes status reports and monthly monitoring reports to ensure program requirements are being met within the portfolio.
- Develops action plans to address any identified compliance risks and works with management to guarantee the action plan developed is executed.
- Obtains, analyzes and interprets and implements new and existing regulatory agreements to ensure compliance and program guidelines throughout all sites.
- Coordinates and attends compliance inspections with outside monitoring agencies; notifies staff of pending inspections; coordinates and ensures sites are prepared for audit and responds to any questions or items sited during the inspection.
- Communicates to management non-compliance issues and large budgetary variances.
- Prepares and provides financial information to auditors and reviews audits.

- Manages a portfolio through the budget process in conjunction with Property Management companies.
- Reviews and ensures compliance with contracts for property management and social services, including monitoring and managing key property indicators such as budget process, cash flow, net operating income (NOI), debt service coverage ratio (DSCR), occupancy and collections.
- Ensures compliance with all partnership, lending and regulatory agreements; including but not limited to, affordability requirements, reserve requirements, approvals and operational warranties documented in Management Plans and Property Management agreements.
- Assist with general partner budget preparation requiring review of financials and data input into the Agency's financial management system.
- Develops and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to inquiries.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Participates on a variety of interdisciplinary committees and commissions and represents the Agency to a variety of community and stakeholder groups.
- Establishes and maintains contact and working relationships with all Agency departments, local, state, and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Assists development team with property transition to stabilized operations. Assists Asset Manager and Senior Asset Manager with execution of buy-out strategies and partnership exits. This could entail assisting with procurement of contracts (eg. appraisals) and reviewing partnership legal documents and purchase option contracts.
- Assists in the execution of property sales transactions or transfer of property interests (eg. assignment of options).
- Prepare Board of Commissioners and Affiliate Board memos on matters relating to assigned caseload or essential functions.
- Participates in and learns to make presentations to the Housing Authority, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of property management, construction, affordable housing development, and economic and workforce development.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

An associate degree with coursework in accounting, finance, business administration, construction management or a related field; and three (3) years of experience performing asset management real estate development, property management, and/or construction project management. Bachelor's degree preferred.

### **Licenses and Certifications:**

Possession of or the ability to obtain and retain a valid California Driver License and a driving record acceptable to the Agency.

### **Knowledge of:**

- Property maintenance issues, construction, capital planning and systems management.
- Principles and practices of budget preparation and financial projections.
- Operating partnership documents, loan documents, and other legal documents (Option Agreements, Right of First Refusals, etc.).
- Business arithmetic and basic financial and statistical techniques.
- Principles and practices of research, data collection, and report preparation.
- Modern office practices and procedures, including the use of standard office equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

**Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple requests for service.
- Interpret, apply, and explain accounting and departmental policies and procedures.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Develop financial modeling to analyze portfolio performance.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes/odors. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.