



POSTED: 08/22/2024 (8:00 A.M.)

INTERNAL/EXTERNAL

POSITION OPENING

ONLY CURRENT (INTERNAL) SMHA EMPLOYEES MAY APPLY FROM 08/22/24 - 08/29/2024, NO LATER THAN 4:30 P.M. THEREAFTER, BOTH INTERNAL AND EXTERNAL CANDIDATES MAY APPLY UNTIL THE POSITION IS FILLED.

PUBLIC HOUSING DEPARTMENT

CLASSIFICATION TITLE: ASSISTANT ASSET MANAGER

SALARY RANGE: BASED ON EDUCATION AND EXPERIENCE

REPORTS TO: ASSET MANAGER

JOB LOCATION: OFF-SITE

PLACE OF APPLICATION: SMHA MAIN OFFICE

OPENING DATE: 08/22/2024

CLOSING DATE: Until position is filled

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION. TAX CREDIT COMPLIANCE EXPERIENCE IS A PLUS ALTHOUGH NOT REQUIRED.

ALL QUALIFIED CANDIDATES MUST BE ABLE TO PROVIDE PROOF OF:

- VALID STATE OF OHIO DRIVER LICENSE AND AUTO INSURANCE
 - HIGH SCHOOL DIPLOMA/GED
 - COLLEGE DEGREES AND OTHER REQUIRED CREDENTIALS
- SMHA IS A DRUG FREE, NON-SMOKING, AND NO WEAPONS ALLOWED WORKPLACE.

SMHA EMPLOYEES INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST EMAIL A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO: careers@smhaohio.org. EXTERNAL CANDIDATES MAY APPLY ONLINE AT: www.indeed.com.



SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.



**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION**

Position Title: **Assistant Asset Manager**

As of Date: February 26, 2008

Revised as of June 11, 2025

Department: Public Housing

General Statement of Duties:

Assists with maintaining the quality of life as well as the physical and financial condition of the assigned property. Assists the property Asset Manager with the day-to-day responsibilities. Complies with all of the U.S. Department of Housing and Urban Development (HUD) policies, rules, and regulations. Serves a diverse population in the surrounding community of Clark, Champaign, and Madison counties in Ohio.

Reports to: Asset Manager

Pay Grade: Hourly / Non-Exempt

Essential Duties and Responsibilities

- Assists in managing all aspects of a building's occupancy and maintenance.
- Communicates with tenants regarding property-related issues.
- Coordinates with tenants and third parties to address maintenance and facility needs.
- Collaborates with property management team to produce advertising materials.
- Meets with prospective tenants to show properties, conduct interviews, receive rental applications and explain terms of occupancy.
- Processes applications and conducts credit checks.
- Collects monthly fees and maintains records of payments and rental activity.
- Assists in preparation of budgets and financial reports.
- Coordinates with outside vendors to arrange for trash removal, maintenance, landscaping, security and other services.
- Investigates and helps to resolve complaints, disturbances and violations.
- Complies with anti-discrimination and Fair-Housing laws with regard to housing, renting and advertising.
- Contributes to team efforts by accomplishing related tasks as needed.

Other Duties and Responsibilities

- Will perform other duties as assigned.

Requirements: Education, Experience, Licenses, Insurance, Skills, Abilities

- Education: A Highschool Diploma or GED is required; An Associate's Degree in business administration or related fields is preferred. Applicants who do not possess the required education may substitute additional directly related experience as indicated on a year-for-

year basis, with thirty (30) semester-hour credits being equal to one (1) year of experience

- Experience: Must have the ability to listen and positively interact with a diverse group of individuals and must have excellent communication skills, both verbal and written. A minimum of one (1) year working in an office environment is preferred. Experience working at a large, multi-faceted organization is highly beneficial. General understanding or experience with the U.S. Dept. of Housing and Urban Development programs such as Public Housing and Housing Choice Voucher (Formerly Section 8 Housing) is preferred.
- Skills: Must be organized and efficient, prioritizing Housing Authority standards. Must demonstrate or be willing & able to learn skills in lease enforcement and maintenance supervision.
- Must possess and maintain a valid Ohio driver's license (or be able to document the ability to obtain one within 5 calendar days of beginning employment) and show evidence of personal vehicle insurance. Must provide renewed driver's license and personal vehicle insurance annually.
- May be requested to travel at times.
- Technical Training: Satisfactory completion of Public Housing Rent Calculation and Public Housing Occupancy Specialist trainings & certifications are mandatory for this position and must be completed within 6 months of date of hire.
- Physical Demands
 - Balancing: Maintaining body equilibrium to prevent falling over.
 - Carrying: Transporting an object, usually by hand, arm or shoulder.
 - Eye/Hand/Foot Coordination: Performing work through using two or more.
 - Fingering: Picking, pinching or otherwise working with fingers.
 - Handling: Seizing, holding, grasping or otherwise working with hand(s).
 - Hearing: Perceiving the nature of sounds by the ear.
 - Reaching: Extending the hand(s) and arm(s) in any direction.
 - Repetitive Motions: Making frequent movements with a part of the body.
 - Sitting: Remaining in the normal seated position.
 - Talking: Expressing or exchanging ideas by means of spoken words.
- Physical Strengths
 - Lifting: Raising or lowering an object 10-25 pounds.
- Vision Requirements
 - Far Acuity: Ability to see clearly at 20 feet or more.
 - Near Acuity: Ability to see clearly at 20 inches or less.
- Mental Demands
 - Mathematical Reasoning
 - Memorization

Oral Comprehension
Written Comprehension

- Environmental Conditions
Daily inspections requiring frequent walking, rain or shine

Interpretation of HUD Policies, Procedures, or Practices

Follows the Admissions and Continued Occupancy Policy, and Administrative Policy. Problem solving limited to the scope of the Admissions and Continued Occupancy Policy and Administrative Policy. Refers to the property Asset Manager for guidance and location of policies.

Internal/External Contacts

Frequent contact with residents, staff, SMHA maintenance and Housing Directors. Contact with Department of Social Services and the US Department of Housing and Urban Development. Contact with the SMHA Deputy Sheriff and the Springfield City Police Department in the case of safety problems.

Working Conditions

The work environment will vary. Part of the time it will be that of a normal office setting. The other part will include walking inside and outside the housing buildings. Pressure can stem from the volume of work and time demands and from the urgency of resident needs. Dealing with a wide range of personalities can exacerbate a stressful environment.

Works independently most of the time. Usually confers with the property Asset Manager on a regular basis. May be requested to work flexible hours.

"At Will" Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS POSITION DESCRIPTION WAS RECEIVED, READ, AND UNDERSTOOD BY ME.

SIGNATURE

DATE

PRINT NAME