



JOB DESCRIPTION

POSITION TITLE: Asset Manager/Project Manager

DEPARTMENT: South Mississippi Housing and Development Corporation (SMHD)

FLSA STATUS: Full-Time/Exempt

SUMMARY:

Under the supervision of the Director of Development and Asset Management (Director), the Asset/Project Manager will perform the duties of both the Asset Manager and Project Manager until such time that there are two different employees in those positions. As Asset Manager, the employee will assist the Director in managing SMHD's portfolio of properties. Primary job responsibilities will be related to reviewing performance of SMHD employees and third-party management companies that manage our properties. As Project Manager, the employee may provide a broad range of managerial, technical and administrative functions in support of the SMHD affordable housing development initiatives. This individual has the responsibility for the day-to-day administration and management of one or more assigned development projects for SMHD. This individual has the responsibility of providing project documents to include project descriptions and justification scopes of work and cost estimates; project administration documents to include correspondence, payment applications, and change orders; project control tools including meeting minutes, action item lists, and project schedules; and routine construction inspections.

ASSET MANAGER ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor performance of third-party on-site management contractors and outside professionals and report to Director.
- Assist the Director in overseeing the leasing/tenant review process to ensure pro-forma goals are met.
- Work closely with property managers to develop strong relationships.
- Possess strong working knowledge of mechanics of real estate, including but not limited to ability to interpret accounting reports and obtain market and demographic information.
- Assist the Director in the project delivery process, including the selection of appropriate property managers and leasing agents, initial capital and operating budgets.
- Review third-party reporting and take ownership for presentation to Director.
- Maintain detailed and complete working files.
- Perform asset valuations (hold/sell analyses and annual), and perform general analysis functions.
- Prepare and review and work with Director to approve annual budgets, which will implement strategic business plans.

- Manage the reporting process (business plans and monthly/quarterly reports) in an efficient and timely manner.
- Assist the Director to maximize cash flow from properties while ensuring compliance with all regulations and maximizing long term asset value.

PROJECT MANAGER ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director in monitoring progress of SMHD’s third party developer and/or responsible for management of project development by SMHD;
- Develop and prepare documents and forms for various funding applications (LIHTC, HUD, HOME, CDBG, etc.);
- Understands, complies with, and enforces all required SMHD Development policies and procedures related to all aspects of project administration and implementation as well as department’s administrative processes;
- Work with Construction Manager (or other assigned personnel) to develop and/or review documentation related to project planning, development and management, including project schedules, vendor payments, projects inspections, quality control, and overall compliance with contract and funding requirements;
- Prepares and/or reviews clear and concise scopes of work, contracts, change orders and related project administration documents;
- Develops and maintains budgetary and schedule controls for each project in order to effectively monitor progress and budget;
- Facilitates project meetings and ensures that comprehensive meeting minutes, actions item lists, and schedules are prepared and distributed following each meeting;
- Identifies problems accurately and in a timely manner, and recommends and/or implements effective solutions with proper documentation of analysis and results;
- Monitors compliance with applicable standards and codes for assigned projects;
- Develops and evaluates courses of action with realistic objectives and time frames, as required;
- Assists Director in Conducting routine on-site reviews of construction projects and prepares reports;
- Prepares and maintains organized contract files with appropriate documentation;
- Prepares routine executive reports on assigned projects;

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Low-Income Housing Tax Credit (LIHTC) and HUD Mixed Finance Programs;
- Knowledge of property management and/or operational experience managing a multi-property portfolio;
- Demonstrated understanding of accounting and reporting practices, operations, maintenance, leasing and tenant relations and asset preservation;
- Exceptional written and verbal communication skills, including ability to articulate recommendations in concise and timely manner and clearly convey financial and project development information;
- Proven ability to coordinate, develop and manage small and large development projects;
- Knowledge of or ability to promptly acquire in-depth knowledge of HUD, state, local and SMHD guidelines, policies and procedures;
- Ability to develop and manage property and development budgets.
- Proficient with personal computers and PC based software such as Microsoft® Word, Excel, Project, PowerPoint and Access;

- Able to work effectively independently and with a team under supervisory direction;
- Established written and verbal communication skills;
- Able to effectively coordinate multiple parties to achieve a quality end product;
- Strong personal organizational and planning skills;
- Able to develop positive working relationships with co-workers, executive management, and service providers;

EDUCATION AND EXPERIENCE:

A Bachelor’s degree from an accredited college or university with a major in Business Administration, Real Estate Development, Finance, Urban and Regional Planning, or other related field and generally three (3) years of proven experience in the property management and development fields are required. Specific experience in HUD mixed-financed and LIHTC programs preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

I have received a copy of my job description and understand that this is one of the areas that my evaluation of my job performance will be based upon.

Signed: _____ Date: ___/___/_____