



**City of Phoenix**

## *Employment Opportunity Housing Portfolio Manager*

### **ABOUT THIS POSITION**

This position provides leadership for the operations and performance of affordable housing communities. Responsibilities of the position include coordination and supervision of all activities involved in monitoring and maintaining a growing portfolio of over 3,200 rental units in 32 affordable housing communities. Each property is governed by various regulations mandated by programs including Housing Choice Vouchers, HOME, Community Development Block Grant (CDBG), Rental Assistance Demonstration (RAD), Low Income Housing Tax Credit (LIHTC) and other affordable housing programs. The incumbent will be responsible for providing strategic oversight of third-party property management firms to ensure the financial and physical viability of the Housing Department's affordable housing assets. Specific activities include: managing a staff of four employees; financial analysis of multi-family rental properties; monitoring portfolio operations; ensuring compliance with operating agreements, loan documents and government regulators; facilitating the preparation of annual audits and tax returns; and resolving escalating resident concerns.

In addition, the position will develop and implement asset management procedures; plan, organize, and manage the work of administrative, professional, technical, and/or clerical employees; interpret and ensure conformance to federal, state, and local policies and laws; make presentations to the committees, residents and other stakeholders as needed; review and approve annual budgets; provide leadership and direction in goals, objectives, and policies; act as the liaison to the Law Department on legal issues affecting housing programs, and to other governmental agencies concerning the implementation and ongoing administration of assisted and/or affordable housing policies; and investigate and resolve problems involved in the management, of affordable housing communities.

There is currently one opening in the Housing Department, Asset/Property Management Division. The position will be located at 251 West Washington Street 4<sup>th</sup> Floor, Phoenix, AZ 85003. Typical working hours are Monday - Friday, 8:00 am to 5:00

This recruitment may be used by any department for any current or future vacancies over the life of the eligible list.

### **RECRUITMENT DATES**

First review of applications will occur the week of August 12, 2019. Recruitment will close when we have received a sufficient number of qualified applications.

### **SALARY**

\$67,496 - \$102,648 annually. Candidates may be hired above the minimum depending upon qualifications.

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA plan; wellness incentive of up to \$720

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 11.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days. For more details, visit:

[Unit 7 Benefits](#)

#### JOB REQUIREMENTS

- Five years of professional level experience in the management and implementation of assisted and affordable housing programs.
- Two years of supervisory experience
- A bachelor's degree in business, public administration, the social sciences, or related field.
- An equivalent combination of related experience and education may be considered.
- The City job description can be found [here](#).

#### PREFERRED QUALIFICATIONS – The job requirements listed above, plus:

- Experience in multifamily asset management or property implementation of assisted and affordable housing programs including Public Housing.
- Experience with affordable housing finance programs including low-income housing tax credits (LIHTC), HOME program and Housing Choice Vouchers.
- Experience reading and interpreting loan documents, operating agreements, partnership agreements and regulatory agreements.
- Experience performing financial analysis, reviewing property budgets, and assessing capital improvement plans.
- Experience managing or overseeing a portfolio of affordable housing developments

#### HOW TO APPLY

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list.

**YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

#### WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)

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- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](tel:6024955700).

#### **REFERENCE**

Housing Manager, JC: 08740, ID# 32839, 07/28/19, 6 mos, BR, Benefits: 007

City of Phoenix employees commit to Work Smart, Be Kind, Spend Wisely.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.