



**EMPLOYMENT OPPORTUNITY  
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

**Position Title: Asset Manager**  
*External/ Internal Posting*

**Announcement No.:** 20-30

**DEPARTMENT:** Public Housing / Operations  
**SALARY RANGE:** \$55,786 - \$89,211 per annum

**OPENING DATE:** Wednesday, December 17, 2020  
**CLOSING DATE:** Until Filled

**POSITION SUMMARY:** This position is responsible for directing the day-to-day operations and performance of the Housing Authority’s Asset Management Properties (AMPs); performing all phases of real estate management; and developing and implementing special programs and projects for the Housing Authority. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

**SUPERVISION EXERCISED:** Supervises maintenance, technical, and clerical staff.

**ESSENTIAL JOB FUNCTIONS/DUTIES:** Primary essential job functions are listed in “bold.” Secondary duties are not in “bold.”

- **Responsible for the operation and management of assigned housing developments (AMPs), in accordance with SNRHA and HUD policies and standards.**
- **Manage a staff consisting of maintenance supervisors and workers, clerical employees, volunteers, and professional and technical personnel, depending on assignments. Hires, trains, evaluate, and disciplines subordinate staff.**
- **Ensure compliance with federal regulations governing neighborhood and housing redevelopment, locally established policies, procedures, guidelines, and related activities which are funded wholly or in part by federal funds and complete reporting to these agencies, and for insuring peak performance of the properties.**
- **Responsible for the activities related to achieving a successful score for the property (AMP) as it relates to HUD’s Public Housing Assessment System.**
- **Prepare the proposed annual budget for the AMP; keep accurate, current records of income and expenditures from property operations and ensures successful fiscal performance of the AMP.**
- **Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended. Maintain absolute confidentiality of work-related issues, client records, and SNRHA information.**
- Monitor the collection of rent and other charges, prepares and sends correspondence to residents related to balances due or delinquent payments; schedules payment plans for balance due.
- Prepare deeds, contracts, lease agreements, and other real estate documents.
- Perform other related duties as required. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Four (4) or more years of increasingly responsible experience in rental housing property management with a broad-based diversity of residents including low-income, disabled and elderly, including one (1) year of broad supervisory experience.

Education: Bachelor’s Degree in Business or Public Administration, or Social Work; or eight (8) equivalent years combination of education and experience.

**Licenses and Certifications:** Certification as Public Housing Manager required **within one (1) year of hire and incumbent must maintain certification for duration of employment in this classification.** Certification in Public Housing Eligibility and Rent Calculation from a HUD approved certification agency **within one year of hire or promotion.**

**JOB RELATED AND ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE**

- SNRHA policies and procedures, and HUD technical databases.
- Real estate management principles and practices.
- Federal, state, and local real estate laws and ordinances.
- Budget development, implementation, and monitoring.
- Public housing program regulations and occupancy issues.
- Principles of record keeping and records management, principles of property management, leasing, and collections.
- Problems, needs, and attitudes of the physically, socially, and economically disadvantaged.

**Computer skills required include:** Microsoft Word, Excel PowerPoint, Projects, Outlook, Internet, and Yardi.

**Supplemental Information:** This is an **exempt** position and is **NOT** eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

**Motor Vehicle Operator Identification:** Selectee must (1) possess or have the ability to obtain a valid Nevada Driver’s License, and maintain licensure for the duration of employment, (2) have a safe driving record.

**Equal Opportunity Employment Policy:** SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

**HOW TO APPLY:** All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit [www.snrha.org](http://www.snrha.org) click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

**Notice to Disabled Applicants:** To request an accommodation contact the Human Resources Department.