



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## PORTFOLIO MANAGER

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<b>Department:</b>	Asset Management	<b>Reports to:</b> Director of Asset Management
<b>Job Type:</b>	Regular -FT/Non-Union	<b>FLSA Code:</b> Non-Exempt/Hourly
<b>Rate:</b>		
Internal Posting:	09/15/2021	
Posting Expires:	09/25/2021	

### General Statement of Duties

Under the general direction of the Director of Asset Management, the Portfolio Manager is responsible for ensuring sufficient and cost-effective financial and operational management in the Asset Management Department and in compliance with applicable rules and regulations that provide well-maintained communities for residents. The ideal candidate would perform a variety of complex and diverse managerial, supervisory, and administrative duties to ensure the effective and efficient leasing of properties and program implementation. This would include, but not be limited to, overseeing daily management of the Agency's Public Housing properties and ensures properties are fiscally sound and managed effectively and efficiently. Ensures departmental activities are in compliance with applicable federal, state, and local laws and meet the performance requirements of HUD's Public Housing Assessment System (PHAS) and Agency policies, procedures, and quality standards.

### Key Duties/Essential Job Functions

#### Management:

Create a property management and preventative maintenance plans routine work orders and tracking systems, and inspection preparations; Create an occupancy baseline for each property based on the occupancy status of each unit, the condition and costs to reoccupy each vacant unit; Plan and strategize for achieving and maintaining at least 96% occupancy at each property, improving vacant-unit turnaround times, and making capital repairs to vacant units; Rent collection and lease enforcement strategies and goals; produce scoring projections for physical and management PHAS indicators for each public housing property subject to PHAS scoring, including those pending but not yet approved for repositioning or removal actions. Work closely with the Director of Planning and Development to submit a draft Repositioning and Housing Investment Plan for HUD's review and approval that outlines tasks, timelines, and milestones to address BHA's deteriorating physical assets, obsolescence, and long-term sustainability

#### Financial:

Review proposed annual budgets, reflecting on previous budget expenditures, forecasting future revenue and expenses, analyzing market data relating to budgets; aggressively take action to ensure each site within the portfolio budget for vacancy and repair needs; provide a yearly narrative explanation of projected subsidy, rent income, utility costs, budget deficits, cost saving measures, staffing plans consistent with its repositioning strategy, and anticipated improvements in PHAS financial sub indicators for each asset management project grouping



Conducts market analysis to develop marketing and concession strategies for each mixed income property, ensures proper and correct pricing of market rate rental units.

**Leadership/Supervision:** Directly supervises five to seven property managers by training, assigning work and reviewing performance. Responsible to work with employees to detect underperforming AMPs, monitor performance of contractors working on Asset Management projects through periodic inspections of properties/jobs and information reports; Monitor and analyze the effectiveness of policies and procedures and recommend changes as needed; Present necessary information to staff at meetings.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Extensive knowledge of property management and affordable housing programs or other equivalent programs, including experience with the administration of such programs with a detailed understanding in the areas of program compliance, quality control, interpreting program regulations, data systems and operational aspects of property management and affordable housing and state-aided housing programs is strongly preferred.
2. Working knowledge of federally assisted housing regulations; ability to maintain required records such as tenant files, vacancy reports, etc. ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
3. Skills in applying technical knowledge to practical situations; Excellent computer systems skills with working knowledge of computer relational databases, computer estimating systems, various types of scheduling programs, and budget control monitoring techniques.
4. Full proficiency in project management techniques and principles, and ability to perform comprehensive project forecasting is required; Ability to communicate effectively, both verbally and in writing; Ability to maintain good working relationships with staff, co-workers, supervisors, residents, and others.
5. Demonstrated strong organizational, supervisory, interpersonal, public speaking, and writing skills.
6. A working knowledge of state and federal housing programs, regulations and guidelines is essential.
7. Ability to negotiate issues with diverse constituents is essential.
8. Based on assignment, possession of a current and valid Connecticut Motor Vehicle Operator's License may be required.
9. Ability to provide accurate information and direction while working in a fast-paced, high-pressure environment.
10. Excellent time management skills with the ability to prioritize, carry out multiple assignments simultaneously and adapt to changing priorities.
11. Ability to prioritize and handle multiple simultaneous tasks in a high-pressure environment.



12. Proficient with Microsoft Word, Excel, PowerPoint, and Access and able to quickly learn new software applications.

**Working Conditions/Physical Requirements**

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 stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V**