

## Job Announcement

**Job Title:** Asset Management Assistant  
**Department:** Housing  
**Reports to:** Asset Management Director  
**FLSA Status:** Non-Exempt  
**Salary:** \$38,000-\$42,000/year with generous benefits package  
**FTE:** Full Time 40 Hours per week  
**Location:** Portland Annex Office

***Want to help make a difference?*** For more than 25 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as staff diversity trainings, assessing our equity as an organization and developing an equity lens for our work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

***What Human Solutions Can Offer You:*** We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan after one year of employment.

### SUMMARY

The Asset Management Assistant will provide support to the Asset Management Director of Human Solutions' affordable housing and commercial properties. The portfolio is comprised of properties financed with diverse funding streams including LIHTCs, NMTCs, HOME, HUD guaranteed financing,

Section 8 and other low-income housing financing. This position will be responsible for coordination of day to day operational items with property management to ensure timely completion of tasks as well as assisting with activities related to the long term planning and preservation for Human Solutions portfolio. There will also be some administrative duties including but not limited to: filing, scheduling meetings, preparing materials for meetings and taking notes. The position interfaces regularly with other Human Solutions staff as well as property management staff.

## **DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

### Property Management

#### *Essential*

1. Act as landlord and primary contact for the Family Center with support from Asset Management Director.
2. Assist with tracking of property management performance in order to ensure deadlines and benchmarks are met.
3. Assist with site inspections and compile information on site conditions (e.g. physical condition and results of property management activities, life-safety issues and curb appeal) and provide to Asset Management Director and Asset Management Coordinator. Design a template report for property inspections and maintain a property inspection calendar.

### Property Performance and Condition

#### *Essential*

1. Lead the coordination of activities required to create and maintain replacement reserve analyses for portfolio.

#### *Secondary*

1. Assist with preparing annual operating budgets for Board approval.
2. Assist with activities related to preparation of LIHTC projects for Year 15 transition.
3. Assist in processing reserve transfer requests.
4. Assist with property financial review.

### Property Taxes & Insurance

#### *Essential*

1. Compile required data for support of annual tax exemption application.

#### *Secondary*

1. Process insurance certificate requests and update/maintain project information with insurance provider.
2. Create and maintain tool in order to ensure sub-contractors and commercial tenants maintain insurance as required.

### Compliance and Reporting

#### *Essential*

1. Maintain Compliance Charts for all properties.
2. Assist with coordination of or gathering materials for compliance reporting.
3. Assist with creating performance and other reports which will be provide to funders, the Board, and other outside parties.
4. Maintain effective relationships with community and industry groups, including partners, investors, lenders and regulatory bodies.

5. Create and maintain a calendar of housing due dates for compliance reporting, inspections, audits and other reporting.
6. Create and maintain a housing milestones calendar for the portfolio.

#### *Secondary*

1. Create electronic files and store according the file mapping system used by the Housing Dept.

### Property Taxes & Insurance

#### *Essential*

1. Process insurance certificate requests and update/maintain project information with insurance provider.

### Asset Management and Housing Development

#### *Essential*

1. Create a procurement process and an approved vendor list for a variety of services.  
Responsible for the maintenance of the Vendor list
2. Manages RFPs for the department.
3. Assist in gathering feedback needed from property management as related to design and operational impacts when a project is in development.
4. Obtain bids and proposals to complete capital and other projects.

#### *Secondary*

1. Assist with the transition properties from Housing Development to Asset Management as projects reach stabilization.

### Water/Energy Conservation Program

#### *Essential*

1. Research water/energy saving conservation programs and tracking tools.
2. Provide options and recommendations for a portfolio wide conservation program.
3. Assist the AM Coordinator with facilitating meetings with property management, resident services, and social services staff in order to get feedback on proposed plan and implementation.
4. Track energy consumption and conservation plan implementation and provide results to AM Coordinator and team.

### Other

#### *Essential*

1. Plans and coordinates professional development opportunities for the affordable housing industry.
2. Keep Asset Management, Property Management and Resident services policies up to date.

#### *Secondary*

1. Attend meetings as requested.
2. Attend evening meetings as requested.
3. Participate in various working groups dedicated to industry, local and national policy or community development in accordance with HSI's mission and housing objectives.
4. Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Responsibilities of this position include incidental supervision of others, primarily through contracts for special projects. This position may also supervisor interns at Human Solutions.

## **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.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree or any combination of education and work experience which demonstrates project management skills.
- Experience in multifamily real estate management with background in affordable housing preferred.
- Willingness to learn complex financing structures and compliance required by affordable housing funders and partners.
- Demonstrated ability to develop and use spreadsheets to analyze and prepare financial reports and other information.
- Willingness to learn to read and interpret property financial statements, annual budgets, operating expenses and balance sheets;
- Demonstrated awareness of housing as a social issue.
- Experience with intermediate to advance skills with Microsoft Office (Word, Excel, Outlook)
- Willingness to become Notary Public in the State of Oregon
- Ability to:
  - effectively manage and oversee work from third party consultants
  - work independently and cooperatively; demonstrate professionalism, diplomacy and flexibility in a variety of situations
  - communicate effectively verbally and in writing
  - organize multiple complex tasks and schedules

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret reports, technical procedures, real estate financing documents and contracts, and governmental regulations.

## **MATHEMATICAL SKILLS**

Ability to prepare and analyze figures and amounts such as project operating budgets, balance sheets, construction bids or proposals, affordable rents and income percentages. Strong attention to detail.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Oregon Driver's License and current automobile insurance

## **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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee frequently is required to visit properties or construction sites where accessible routes cannot be assured. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **TO APPLY**

Please send resume with cover letter and three professional references to: Shauna Childress, Asset Management Director, Human Solutions, via email to [schildress@humansolutions.org](mailto:schildress@humansolutions.org). References need not be written, but should be the names, positions and contact information for three people who can attest to workplace skills and experience, including at least one supervisor. Open until filled.