



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600

Fax: (518) 274-6633

NOTICE OF POSITION AVAILABLE

Asset Manager

This position is in the Competitive Class. The candidate will be hired provisionally and will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment. The position is Management/Confidential and will be covered by the Troy Housing Authority's Non- Represented Policy.

2024 Salary Schedule – Management Confidential Grade M/C19 (\$67,315 hiring rate to \$85,066 Job Rate)

The candidate for the position should at a minimum have good knowledge of federal housing regulations and procedures, any associated state and/or local laws, personnel management principles, current bargaining agreements, and construction and maintenance principles in order to identify the needs of the housing asset. In addition, the candidate must have the ability to work independently and understand and follow complex written and verbal instructions, good computer skills, tact, the physical ability commensurate with the demands of the position, and the ability to prioritize and schedule a variety of tasks at a designated housing asset.

Duties include:

- Prepares annual budget request for the property asset.
- Reviews income and expenses reports for variances and negotiates adjustments with the Sr. Asset Manager.
- Responsible for supervision of employees at the property.
- Supervises all occupancy functions including the processing of applicants and residents to assure eligibility, upholding the lease and addressing violations in a timely manner.
- Assures the on-site collection of rents and other fees.
- Responsible for the procurement and management of equipment, supplies and materials according to established procurement policy.
- Responsible for implementation of federal regulations regarding the Public Housing, provides input to the Executive Director and other administrative staff on the development of required policy or procedure changes.
- Identifies capital improvement projects at the assigned property and manages all aspects of construction contracts.
- Responsible for safety activities, including environmental rounds and inspections, to ensure the safety of residents, personnel and property and compliance with applicable state and federal requirements and regulations.
- Coordinates grievance hearings and oversees relocation activity and reasonable accommodation determinations.
- Acts as the primary liaison and coordinator for Site Based Tenant Association activities, and assures space for and attends, as needed, association meetings and events.
- Provides input to Sr. Asset Manager in determining and monitoring agency goals.
- Prepares appropriate documentation and correspondence, develops and implements reporting procedures to advise management and the Board of property activities.
- Performs other essential duties and tasks as assigned.

Minimum Qualifications:

Possession of a Bachelor's Degree in Architecture, Engineering, Building Design or Construction, Planning, Public Administration, Social Work, Human Services or a related field, **and** at least 2 years experience working in a property management capacity overseeing maintenance operations and/or supervising occupancy functions.

OR

Possession of an Associate's Degree in a field as specified in (1) above, and at least 4 years experience as described in (1) above;

OR

Graduation from high school or possession of a GED, and 6 years experience as described in (1) above;

OR

An equivalent combination of college education and experience as described in (1) above, totaling 6 years.

TROY HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

Interested candidates must submit an employment application to:

Selena Skiba, Director of Finance & Human Resources

selena.skiba@troyhousing.org

Troy Housing Authority, One Eddy's Lane, Troy, New York 12180