

An exciting opportunity is now open!

Asset Manager

Opening Date: June 18, 2024

Closing Date: July 9, 2024

\$108,947 - \$146,000 annually

The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, helping make rental housing safe and affordable for approximately 20,000 low-income households.

How You Will Make an Impact:

The Santa Clara County Housing Authority (SCCHA) is seeking an Asset Manager to provide professional, technical and administrative asset management duties in support of a portfolio of Agency owned assets. The Asset Manager ensures compliance with programmatic and financial regulations, oversees property operations, and works with property management to ensure the physical, financial and social well-being of affordable housing assets. The Asset Management Division, along with the Real Estate Development Division, are part of SCCHA's Real Estate Department. The team working in Real Estate is mission oriented, dynamic and collaborative. The team works closely together to creatively develop new affordable housing as well as preserve existing assets.

This position requires extensive knowledge of property maintenance, construction project management, capital planning and systems management, budget preparation and financial modeling to analyze portfolio performance.

What Our Team Is Looking For:

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

- A bachelor's degree from an accredited four-year college or university with major coursework in community development, business, economics, urban planning, civil engineering, architecture, or a related field; and
- A minimum of four (4) years of progressively responsible experience performing asset management, real estate development, property management, and/or construction management functions.
- Low Income Housing Tax Credit (LIHTC) experience is desirable.
- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Our Ideal Candidate:

The successful candidate will join a dynamic team of professionals and will possess the following skills:

- **Customer/Resident Service** – values and recognizes the needs of both internal and external customers and residents.
- **Initiative** – proactively seeks solutions to resolve challenges.
- **Exceptional Communicator** – expresses ideas clearly and concisely and values the diversity and differences brought by others to build and maintain interpersonal relationships.
- **Teamwork** – enjoys working collaboratively with others and problem-solving.
- **Judgement & Decision Making** – a critical thinker and problem solver. Makes decisions in compliance with the law and SCCHA policies.

APPLICATION PROCESS

To apply please visit our website at www.scchousingauthority.org

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your application:

- **A completed Santa Clara County Housing Authority online application including supplemental responses.**
- **A Cover Letter must be included.**
- **A detailed resume that highlights your related skills and experience is required.**

Candidates must complete the Santa Clara County Housing Authority application form for this position and submit online. Please note that incomplete applications will not be accepted.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to complete the Supplemental Questionnaire. This will be used throughout the process to assist in determining each applicant's qualifications for the position.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The Santa Clara County Housing Authority is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical, or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all employees must provide documents that authorize the right to work in the United States.