

An exciting opportunity is now open!

Assistant Asset Manager

\$3,475.37 - \$4,657.32 Bi-Weekly (DOE)

\$90,359.54 - \$121,090.43 Annually (DOE)

Opening Date: November 4, 2024

Closing Date: November 22, 2024

The Santa Clara County Housing Authority (SCCHA) is the county's largest affordable housing provider, 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 Assistant Asset Manager to provide professional, technical, and administrative duties in support of all functions and activities of the Asset Management Unit including assisting the Manager, Asset Management in providing financial performance review and analysis, monitoring the execution of the capital needs assessment program, reviewing and implementing financing structures and assisting in negotiating acquisition of tax credit properties for an affordable housing portfolio owned by the Santa Clara County Housing Authority and its affiliates.

This position requires knowledge of asset management, 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 two (2) years of progressively responsible experience performing asset management, real estate development, property management, and/or construction management functions.

Certifications in Section 8 and LIHTC compliance, Fair Housing and Excel 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 promptly, 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.

For a detailed description of the position's essential functions, please click [HERE](#).

APPLICATION PROCESS

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 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 it 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 before accommodation. Under federal law, all employees must provide documents that authorize the right to work in the United States.

SUPPLEMENTAL QUESTIONS:

1. Do you have a bachelor's degree from an accredited college or university in community development, business, economics, urban planning, civil engineering, architecture, or a related field? Yes or No
2. This position requires that you have a minimum of two (2) years of progressively responsible experience performing asset management, real estate development, property management, and/or construction management functions. Please list your years of experience in any above areas.
3. Please describe in detail your experience in overseeing a portfolio of affordable housing and working with third party property management firms.
4. Please describe in detail your experience with site visits and filing inspections for compliance with site specific programs, issuing pending inspections and preparing for site audits.