



Inter-Departmental Memorandum

Date: June 10, 2020  
 To: All Qualified JCHA Employees  
 From: Department of Human Resources  
 Subject: JOB OPENING

POSITION: Asset Manager  
 SALARY RANGE: \$53,359 - \$77,899  
 DEPARTMENT: ASSET MANAGEMENT  
 HOURS OF WORK: 8:00AM – 4:00PM  
 UNION AFFILIATION: HASU  
 FLSA: NON-EXEMPT

Please see attached job description identifying essential and related duties and responsibilities as well as qualifications and requirements. Public Housing Manager Certification preferred but not required.

All Qualified JCHA Employees interested in applying for this position may submit a letter of interest, resume and completed Employment Application to the Office of Human Resources via email to [HR@jcha.us](mailto:HR@jcha.us). Position bid period expires close of business Tuesday, June 16, 2020 at 5PM.

Please direct your inquiries regarding this employment opportunity to the Office of Human Resources at 201-706-4680.

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**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

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## Asset Manager

**GENERAL DESCRIPTION:**

Under the direct supervision of the Regional Asset Manager, effectively oversees and manages all operations and programs at a public housing development within Jersey City to ensure that the property remains financially viable through the effective oversight of all management, occupancy, physical maintenance and safety functions.

All activities must support the Jersey City Housing Authority (JCHA) mission, strategic goals and ONE-JCHA management philosophy and values.

**Essential Duties & Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the operational and financial health of a public housing property and oversees and monitors the site-based budget. Participates in the annual budget preparation process and monitors site-based financial statements to ensure that budget versus actual figures at the end of the fiscal year have no more than a 5% negative variance.
- Effectively supervises the site-based and other assigned staff so that the measurable objectives listed above are met. Provides clear direction and guidance on staff assignments. Completes annual, written, employee performance evaluations.
- Responsible for the overall positive curb appeal and marketability of the property and oversees the maintenance of all facilities, buildings, and grounds to ensure compliance with UPCS. Routinely, often daily, tours the site to inspect grounds and buildings.
- Oversees the annual reexamination of resident household income to determine monthly rental payments, aggressively monitoring all monies owed under repayment agreements.
- Oversees the collection of rent (either at local banks or at the site) and all attendant issues.
- Enforces the JCHA's Residential Lease by methods ranging from educational flyers, discussions at community meetings, reminders, "notices to cease", to the eviction process. Pursues evictions when documented evidence is provided that a family has violated JCHA's "One Strike" Policy or other lease violations. Prepares comprehensive documentation in support of lease termination actions, attends court during eviction proceedings and frequently acts as a witness.
- Monitors "move-outs" and schedules the preparation of vacant units to ensure timely unit turnaround.
- Maintains the site-based waiting list and selects new residents in accordance with JCHA and site-based policies; manages the lease-up, renting, and orientation of new residents.
- Works closely with JCPD off-duty police officers assigned to the property to mutually develop anti-crime measures, including targeting scheduling of officers to respond to site-specific safety concerns and issues.

- Maintains complete and accurate resident files and records.
- Routinely produces clear, accurate, timely, and informative monthly management reports.
- Maintains a cooperative relationship with the site’s resident organization; communicates regularly with resident leadership regarding JCHA policies and programs, and receives and passes on resident “feed back”; provides technical assistance and support to the resident organization.
- Pursues revenue enhancement and cost-cutting opportunities at the property.
- Develops a secure and well-organized supply room and procures materials and services within a specified threshold; follows all JCHA, state and federal procurement rules.
- Maintains awareness of major socio-economic problems of residents and makes appropriate interventions and referrals to outside agencies. Within budget constraints, promotes partnering with outside service providers and makes available a comprehensive list of services and programs in the surrounding community.

**Behavioral Competencies and Knowledge Requirements:**

- Demonstrate the ability to make effective, decisive, performance-driven, management decisions within a fiscally challenging environment;
- Assume a critical leadership role in a position with ever-increasing responsibilities and “24/7” demands;
- Represent the JCHA with professional integrity and sound judgment;
- Apply developed written and oral communication skills and strong knowledge of HUD rules and regulations pertaining to public housing and all applicable JCHA policies, procedures, union contract rules and administrative practices.
- Proficient in Word, Excel, Access and QuickBooks (or other similar accounting software).
- Working knowledge of applicable HUD rules and regulations and JCHA policies and collective bargaining agreements.
- Ability to pass a relevant basic and job-specific skills and proficiency test.
- Ability to establish and maintain effective working relationships with peers, superiors, residents, community service agencies, and the public.

**EDUCATIONAL/EXPERIENCE & QUALIFYING CRITERIA:**

A Bachelor’s Degree in a Public Administration or related field from an accredited college or university supplemented by three (3) years of progressively responsible management experience in real estate, property management, public housing administration, or facilities maintenance and two (2) years’ supervisory experience; or a combination of training and experience is required.

**Public Housing Manager Certification or its equivalent is preferred but not required.**

Valid New Jersey Driver’s License and access to a personal vehicle is required.

*Requirements Specific to Certain Properties:*

Curries Woods has undergone extensive revitalization and very high standards apply. Future plans may include conversion to a homeownership/condo model, so the JCHA needs a very innovative and experienced manager to implement new strategies. Experience in private sector real estate management, especially mixed-income and/or homeownership developments, will be a plus.

**PHYSICAL AND ENVIRONMENT:**

Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others. (Important note: Persons with mental and/or physical disabilities are eligible to apply as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations.)

May be exposed to inclement weather while performing field work.

May be required to lift and carry a maximum of 15 lbs.

**EQUAL OPPORTUNITY EMPLOYER**

**NEW JERSEY STATE RESIDENCY MUST BE MET WITHIN 12 MONTHS FROM HIRE DATE**