

<b>Job #:</b>	17-00580
<b>Job Title:</b>	Associate Director Asset Management
<b>Opening Date/Time:</b>	Sat. 03/25/17 12:00 AM Eastern Time
<b>Closing Date/Time:</b>	Fri. 04/07/17 5:00 PM Eastern Time
<b>Salary:</b>	\$36.47 - \$60.78 Hourly \$2,917.29 - \$4,862.14 Biweekly \$75,849.49 - \$126,415.54 Annually
<b>Pay Grade:</b>	S30
<b>Job Type:</b>	FT Salary W BN
<b>Location:</b>	HOUSING & COMM DEV ADMIN, 3700 PENDER DRIVE, FAIRFAX (FH22), Virginia
<b>Department:</b>	Housing & Community Dev
<b>Posting Type:</b>	Open to General Public

To apply:

<http://agency.governmentjobs.com/fairfaxcounty/default.cfm?action=viewJob&jobID=1694209>

Works under the general direction of the Director of Asset Management to ensure viability of the assets owned and/or operated by the Fairfax County Redevelopment and Housing Authority (FCRHA) and the Department of Housing and Community Development (HCD). Applies extensive knowledge of risk management, asset management, real estate finance analysis, regulatory compliance and property management to implement policies and ensure adherence to regulatory requirements and partnership agreements applicable to the assets. Establishes and maintains good working relationships with all FCRHA investors, partners, lenders, funders and other external customers. Serves as primary point of contact for these entities and responds to or coordinates response to all requests after closing. Oversees all reporting requirements to outside lenders, investors, partners and internal asset management/HCD personnel. Oversees third party property management contracts to ensure assets are properly managed and maintained pursuant to the contractual agreements. Works closely with HCD Property Management and Property Improvement and Maintenance Divisions to help ensure the long term structural and financial feasibility of HCD-managed properties. Works closely with the HCD's Real Estate Finance Division to prepare pro forma financial statements and other supporting documents to support acquisition and/or repositioning of assets. Reviews the financial structure and underwriting of all FCRHA development projects in order to develop familiarity with the terms of each deal and make recommendations regarding the terms and conditions to ensure future workability. Monitors lease up rates of all new projects for adherence to financing and/or program requirements related to agreements. Ensures compliance to all Low Income Housing Tax Credit (LIHTC) requirements, where applicable. Works with staff to develop and implement a system of quality controls to ensure compliance with federal, state and local requirements regarding tenant eligibility, income recertification and file compliance. Works with third-party management companies, HCD Property Management and HCD Property Improvement and Maintenance Divisions on the five year capital needs plan. Prepares and presents complex items for review by the FCRHA and Board of Supervisors. Provides supervision to asset management staff.

Please note that the starting salary will not exceed the midpoint of the salary range of \$101,132.30.

**MINIMUM REQUIREMENTS:**

Any combination of education, experience and training equivalent to the following: graduation from an accredited four-year college or university, with a bachelor's degree in planning, public or business administration, business, finance or a related field; plus five years of progressively responsible managerial experience in their field of expertise.

**NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background investigation, a credit check and a driving record check to the satisfaction of the employer.

**PREFERRED QUALIFICATIONS:**

Extensive knowledge and progressive hands-on working experience in the area of asset management, property management, local and federal housing programs, and/or housing development;

At least seven years of experience in preparing budgets;

Extensive knowledge of financial management to include accounting month-end close and preparing owner's reports;

Strong working knowledge of financial underwriting and modeling to create/manipulate/review Pro Forma, budgets, cash flow analysis, and forecasting reports;

Ability to plan and implement activities to ensure long-term affordability and preservation of the residential Assets;

Advanced knowledge of Yardi, Excel and Outlook;

Team leadership skills;

Experience working with the public, elected officials and government agencies;

Ability to manage multiple tasks simultaneously;

Strong written, verbal and presentation communication skills, and

Direct experience supervising, coaching, developing and directing the work of others.

**PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature, however, it entails walking, standing, sitting, climbing stairs, reaching and bending and uses hands to grasp, handle, or feel. Visual acuity is required to read data on a computer monitor. Must be able to operate keyboard-driven equipment and computer. Employee may be required to lift up to 15 pounds. Duties can be performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 711. EEO/AA/TTY.