



King County

Invites Applications for the Position of:

Asset Management Program Manager (PPM III)

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 09/17/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 10/08/18 11:59 PM (GMT -8:00)

SALARY: \$80,405.31 - \$101,918.13 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2018SC8651

SUMMARY:

The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

King County supports affordable housing and community development in all forms and there is an acute need for access to housing and other community facilities across the County. The Asset Management Program Manager (AM Program Manager) plays a key role in overseeing the Housing and Community Development (HCD) portfolio, which includes a mix of affordable housing properties (both multifamily and homeownership) and community development facilities including shelters, food banks, community centers, etc. The portfolio has grown significantly over the last few years, resulting in a need for more robust portfolio management to ensure both the physical and financial health of these resources throughout the County's community development system and identify new solutions to address property issues quickly and efficiently.

The AM Program Manager will lead the implementation of DCHS's Asset Management strategy for the HCD program portfolio. The Asset Management strategy provides ongoing project compliance monitoring including but not limited to physical inspections, tenant income verifications, rent approvals, annual reporting reviews as well as evaluating/executing contract amendment requests. This includes supervising two Asset Managers as well as leading any work out strategies for non-performing properties, as needed. The current structure of asset management systems and policies are being revamped, this process is underway and the Asset Management Program Manager will continue to lead the process and policy changes to stand up a more robust asset management function for the HCD portfolio.

The AM Program Manager reports to the Capital Programs Manager and will work closely with staff in the Housing Finance, Community Development and Housing Repair Programs as well as DCHS leadership and stakeholders to effectively manage the portfolio and implement creative strategies to ensure that our valuable community resources are preserved.

Who May Apply: This position is open to all qualified candidates that meet the minimum qualifications. The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

Work Schedule: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Typical hours are Monday - Friday 8am-5pm.

Recruiter: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Serve as the program lead for asset management of the portfolio and supervise two Asset Managers to maintain up to date portfolio compliance processes, to provide guidance on the annual performance analyses, requested amendments and any properties requiring a work out strategy.
- Lead creation of new strategies for portfolio management in coordination with the Capital Programs Manager, and other HCD program managers. This will include review and implementation of updated portfolio review processes and innovative strategies to deal with non-performing properties.
- Integrate the growing portfolio of properties in the Housing Finance, Community Development and Housing Repair programs into the portfolio compliance system.
- Serve as an advocate for King County's housing and community development objectives in coordination with the Capital Programs Manager, including representing the HCD Program in inter-jurisdictional meetings with other public funders and working groups as needed.
- Manage compliance for complex contracts utilizing knowledge of federal, state, and local funding requirements and processes.
- Serve on the management team for the HCD Program and provide program and policy updates to Department and County leadership, including elected officials.
- In coordination with the Capital Programs Manager represent the HCD program at public hearings. Serve as the public information lead for HCD's capital portfolio. Handle politically sensitive citizen calls. Work with community coalitions on behalf of the program.
- Manage and assign work to staff; provide performance evaluation information for other staff; serve as a mentor to other staff.

- Provide leadership and coordinate work done by the Asset Management team. Coordinate with both the Housing Finance Program and Community Development program on funding round reviews by providing up to date compliance status reports on sponsor performance.
- Work proactively and in good faith with other HCD, DCHS and All Home staff to cooperatively identify solutions to issues facing the program and department.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelor's degree in public administration, urban planning, business, real estate finance or related field and/or equivalent education and experience.
2. Minimum of four years experience working in the community development field, either in affordable housing, property management, or asset management related positions.
3. Working knowledge and technical experience with HUD housing and community development requirements and contract compliance with CDBG, HOME and other financing programs such as the Low Income Housing Tax Credit.
4. Demonstrated ability to supervise staff and develop actionable work plans.
5. Excellent critical thinking and data analysis skills as it relates to contracts, regulatory agreements and other loan documents for compliance is essential.
6. Strong problem solving, facilitation and negotiation skills, and the demonstrated ability to develop partnerships with stakeholders to build consensus and develop reasonable solutions to issues and problems.
7. Excellent writing skills and communication skills the ability to develop reports and present information to small and large groups.
8. Ability to work with various database management tools and organize as well as maintain data to ensure accurate reporting.
9. Demonstrated ability to work collaboratively and building relationships with a variety of stakeholders including but not limited to small and large non-profits, housing authorities, third-party property management companies, and other funders, who may have markedly different perspectives, including individuals, teams, board members and agencies (internally as well as externally).
10. Intermediate skills in 2010 Microsoft Suite: Word, Excel, Outlook and the internet.
11. Desired Qualifications:
 1. Demonstrated ability to evaluate programs for outcomes and implement change where necessary to improve program success.
 2. Familiar and/or experience successfully preserving troubled properties.
 3. Knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities.