



Position Description

Position Title:	Capital Asset Manager	Department:	Real Estate Development
Reports to:	SVP of Real Estate Development	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	February 2020

Summary

The primary purpose of this position is to manage the capital planning efforts of Columbia Housing. The incumbent is responsible for developing long-term resources, preparing budgets, overseeing financial proposals, and ensuring accurate tracking and reporting of expenses and activities against grant funds.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Responsible for the Capital Assets of the organization. Oversees day to day operations of all Capital Programs including acquisitions; dispositions; demolitions; new construction; rehabilitation; repositioning and recapitalization of all Real Estate within the organization.
- Manages the work of staff, and provides functional supervision to staff including, but not limited to: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
- Prepares and oversees the preparation of bid documents.
- Attends and provides technical assistance during pre-bid conferences and bid phase.
- Reviews and analyzes bid documents and provides award recommendations.
- Oversees projects and monitors progress; prepares and maintains contract files, contract master list, and other files as needed; coordinates site inspections of work in progress.
- Reviews contractor's progress payments and coordinates payment processing.
- Coordinates resolution of construction claims and complaints from contractors and residents.
- Monitors project obligations and expenditures.
- Coordinates contract completion, final inspections, and acceptance of work.
- Participates in the preparation of the Capital Plan and action plans; assists in developing project proposals and statements of work; determines overall budgets and schedules.
- Prepares monthly reports, including, but not limited to, contract budget summary report, and contract status report.
- Assists with the efforts to acquire new properties and funding sources.
- Presents Capital Fund activities to supervisors, board members, residents, and the general public.
- Prepares documentation, as needed, to support Capital Fund activities (e.g., HUD, OSHA).
- Ensures compliance with all environmental and health regulations; remains abreast of any changes to EPA - environmental laws and regulations that can potentially impact the CH.
- Performs other duties as assigned.



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Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
- Knowledge of departmental policies and procedures.
- Extensive knowledge of the key policies, procedures, functions, and staff in the Accounting, Finance, and Planning & Community Development departments.
- Extensive knowledge in private and public sectors as it pertains to capital asset principles and practices.
- Knowledge of advanced principles, practices, and administration of program development, coordination, contract negotiation, and budget preparation.
- Demonstrated skill in interpreting and applying pertinent Federal, State and local laws, codes and regulations.
- Demonstrated skill in developing financial and operational projections and conduct financial feasibility analyses.



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- Demonstrated skill in preparing and administering program and site-based budgets, administrative and financial reports.

Education and/or Experience

Bachelor's Degree in Construction Management; Business, Community Development, or related field and a minimum of seven (7) years of progressive experience in asset management, auditing, finance, or accounting. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work performed will occur in an office environment. The noise level in the work environment is usually moderate. Position may require the incumbent to occasionally work on CH properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]