Position Title:	Director of Affordable Housing	**Department:**	Public Housing
Reports to:	Chief Executive Officer	**Date Created:**	September 2023
Direct Reports:	Asset Manager	**Approved By:**	Carol Jones-Gilbert
FLSA Status:	Exempt	**Classification Level:**	C

Job Description

The primary purpose of the Director of Affordable Housing is to direct, manage, and oversee the Asset Management Department of the Palm Beach County Housing Authority (PBCHA). This Department is charged with ensuring the long-term financial health, physical quality, and regulatory/statutory compliance of PBCHA's physical assets including Public Housing, Workforce Housing, and Project Based Vouchers (PBV)/ Low Income Housing Tax Credits {LIHTC) properties. This position requires extensive knowledge and experience with HUD regulations, Tax Credits and Compliance. This position will oversee the technical and administrative functions of management, maintenance and modernization activities and contract administration services for PBCHA's properties. Although this position does not supervise the Modernization or Resident Services staff, the position is responsible for coordinating with the Modernization staff to execute Capital Plans for PBCHA properties and coordinating with the Resident Services staff to implement services for PBCHA communities.

All other staff in the Asset Management Department report directly or indirectly to the Director of Affordable Housing. The position is also responsible for strategic planning/goal setting, planning and coordination of crime prevention and security programs in all developments and facilities; and development and implementation of strategies to preserve and enhance the value and condition of all properties, as well as directing, overseeing, and assessing the performance of application processing, property leasing and management, maintenance of properties, construction projects and fleet management. This position is also responsible for establishing and maintaining appropriate policies and procedures necessary to implement the PBCHA Asset Management programs and functions to effectively ensure that federal, state, local and PBCHA regulations and performance goals are met or exceeded.

The Director of Affordable Housing exercises considerable independent judgment and initiative in performing the duties of the position and must exercise tact and courtesy in contact with federal, state, and local officials, consultants, housing agencies, residents, and the public. This position must show an understanding that it is essential that PBCHA's managed properties comply with all contractual, regulatory and statutory requirements and that all reporting requirements are met in a timely and accurate manner.

Responsibilities

- Overall management and performance of PBCHA's public housing properties (comprised of 5 sites totaling 428 units), PBV /LIHTC properties (comprised of 3 properties totaling 304 units), and Workforce housing property {148 units).
- Manage the PBCHA's assets, ensuring each property operates to optimal efficiency, achieves target

outcomes, and fulfills PBCHA's mission.

- Monitor the performance and program compliance of assets through reviews of financial, operational, and tax reporting.
- Maintain annual project compliance and monitoring schedules, monitor project financials for conformity to budgets, and ensure that annual property budgets are prepared.
- Prepare and assess monthly financial and operating statements.
- Monitor expenditures and make appropriate budget adjustments.
- Supervise the collection of rents and all monies on site and ensure prompt deposit and accurate record keeping of these funds.
- Ensure invoices are submitted to the finance department for payment in a timely manner and adhere to the purchase order system.
- Supervise and monitor the activities of any contracted property management companies, if applicable, to evaluate the financial performance, maintenance of the property, enforcement of the lease and resident relations.
- Comply with all federal, state and local rules and regulations, as well as agency rules and regulations.
- Represent PBCHA in a positive, professional manner at all times and uphold the agency's values and mission.
- Direct supervision of the Senior Asset Managers and oversight of all Asset Management staff.
- Work in a highly collaborative, team environment with executive staff, main office staff, property managers, maintenance staff, residents, and contractors.
- Supervise, train, and coordinate all onsite staff members to ensure they are contributing positively to the community to achieve goals and standards set by the agency.
- Handle all personnel matters for the department.
- Monitor, inspect, and supervise the work of all onsite staff, outside vendors, and contractors.
- Ensure properties are leased to fullest capacity.
- Conduct administrative duties including the preparation of weekly and monthly reports.
- Conduct, at a minimum, monthly staff meetings.
- Perform all other duties as assigned.

Public Housing Properties

- Plan, manage, coordinate, and direct staff in achieving high performing REAC and PHAS indicator scores.
- Review staff investigations of tenant complaints.
- In conjunction with Asset Management staff, review the maintenance needs for all buildings, units and grounds.
- Complete and submit, timely and accurately, all records, reports and documents required by HUD and PBCHA related to the Asset Management department or as requested.
- Ensure compliance with all HUD and Fair Housing regulations.
- Monitor Staff for:

- Appropriate and timely lease up
- Proper lease orientation
- Proper unit transfers and move outs to ensure unit turnaround time per management and PHAS requirements
- Timely recertifications and correct reviews; ensuring staff are following the HUD Verification Guidelines
- Monthly rent collection rate and collection loss-write offs per PHAS requirements and management set goals
- Follow up with delinquent tenant payments
- Preparation and distribution of notices such as late notices, and eviction notices
- Lease enforcement and ensure lease violations are processed in accordance with PHA lease and ACOP
- Proper use of the work order system to ensure that all open work orders are completed and closed in a timely manner
- Surveying of residents to ensure resident satisfaction with work orders or customer satisfaction related to other property items
- Maintaining appropriate levels of inventory and warehouse organization and cleanliness
- Performance of daily grounds inspections and ensuring any curb appeal issues are addressed
- Proper conducting of annual, special and vacant unit inspections
- Proper conducting of annual inspections to adhere to UPCS requirements
- Maintaining accurate and organized tenant files per the PBCHA checklist and performance of quality control reviews of tenant files in accordance with appropriate rules and regulations
- Perform all other duties as assigned

PBV/LIHTC Properties

- Ensure the compliance of the properties in accordance with the Low-income Housing Tax Credit Program, Property Entity Agreements, State and HUD requirements.
- Review monthly books and records at the project level to ensure the property is operating as underwritten.
- Work directly with federal, state, investment and lending agencies, to ensure properties maintain compliance with HUD Multifamily Section 8, Section 42 LIHTC (Housing Credit), and other Florida Housing Finance Corporation programs.
- Work with the CFO to produce a quarterly investor report summarizing the operations for each property including risk rating, review of financial statements, and property operations.
- Work with CFO to calculate the annual property cash flow, monitor cash distributions, and ensure the distribution priority of the Property Entity Agreement is followed.
- Work with CFO to review and facilitate approval of all Requests for Consent received from the General Partner or its Affiliates, as applicable, including, but not limited to, reserve withdrawal requests, management company changes, loan refinancing requests, and General Partner replacements.
- Ensure policies and procedures are followed to meet HUD Multifamily and Section 42 Tax Credit annual recertification requirements.

- Ensure required HUD forms (HUD-9839, HUD-9832, HUD-2530, etc.} are current, and Affirmative Fair Housing Marketing Plans are updated every five years, or as needed.
- Identify and analyze under-performing and troubled assets and prepare and implement work-out strategies, if applicable.
- Ensure staff are properly managing and monitoring the Waiting Lists.
- Ensure staff are properly leasing, screening and conducting eligibility reviews for unit lease up in accordance with property Tenant Selection Plan {TSP).
- Ensure staff are properly conducting annual LIHTC Recertifications.
- Ensure staff are maintaining detailed and accurate confidential files and records in compliance with LIHTC and HUD requirements.
- Ensure compliance with the requirements of and the preparation of reports to LIHTC investor(s).
- Work with the site management team to review current guidelines and prepare for all compliance inspections with expectations of achieving maximum scores/ratings.
- Prepare for MOR reviews.
- Perform all other duties as assigned.

Qualifications

- Must have LIHTC Certification (HCCP, SCHM, TCS) within the last 2 years.
- Working knowledge of Section 42 Tax Credits and Project Based Section 8 Management.
- 2 years of college or 5 years related property management experience preferred.
- Property Management course (CAM) a plus.
- Must have experience as a multi-site supervisor.
- Fully understanding property management and its financial aspects.
- English required; Bi-lingual English/Spanish preferred.
- Ability to work nights, weekends or non-regular hours.
- Yardi knowledge is helpful.
- Knowledge of Microsoft Office products.
- Ability to occasionally climb stairs; kneel, crouch or crawl to get to retrieve files, mail or other office supplies; occasionally lifting and/or moving up to 25 pounds.
- Bondable.
- Valid State of Florida Driver's License.
- Eligible for coverage under PBCHA fleet auto insurance. We are an Equal Opportunity

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Employee's Signature **Date**

Palm Beach County Housing Authority

Supervisor's Signature	**Date**
Executive Director's Signature	**Date**

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