



THE HOUSING AUTHORITY OF PORTLAND, OREGON
IS SEEKING AN

ASSISTANT DIRECTOR. ASSET MANAGEMENT

SALARY NEGOTIABLE DEPENDING UPON QUALIFICATIONS
\$65,000 UP TO \$91,000
PLUS PENSION AND EXCELLENT FRINGE BENEFIT PACKAGE

The Housing Authority of Portland (HAP), one of the most innovative and high performing housing authorities in the country, is seeking an Assistant Director of Asset Management. As a key member of the Real Estate Operations Department, the position is responsible for providing leadership and strategic direction to the Agency's asset management function.

HAP has undergone significant change and transformation over the last five years. In order to continue building a high performance organization, the position's primary focus will be on defining our approach to asset management, our real estate holdings and manage the timing and sequence of property conversion. The position reports to the Director of Real Estate Operations.

THE AGENCY

HAP is a public corporation authorized by state law and a City of Portland resolution. A nine-member citizen Board of Commissioners appointed by the Mayor of Portland governs HAP, with seats representing the City of Portland, Multnomah County, the City of Gresham, and residents. The agency's executive director and leadership team are responsible for HAP's day-to-day operations.

Established in 1941 to provide safe, decent, and affordable housing for shipyard workers during World War II, we are now the largest provider of affordable housing in Oregon, serving 15,000 households in Multnomah County who cannot find adequate housing because of income or special needs. Our 260 employees develop, maintain, and manage a wide range of housing options, including rent assistance programs for households that prefer to find their own apartments; traditional public housing; affordable housing; and special needs housing.

As part of our mission, we also provide for programs and services all designed to engender stability, self-sufficiency and self-respect among our residents. To achieve those goals, HAP has built partnerships with more than 100 community agencies in the public, nonprofit, and private sectors. These invaluable relationships enhance our ability to act as a leader and advocate for housing issues in Multnomah County and the region.

In 1999, HUD selected HAP as one of the first "Moving to Work" public housing authorities in the nation. This status exempts us from certain HUD regulations and allows us to design and test innovative, locally appropriate housing and self-sufficiency strategies for low-income families. Over the past nine years we have reorganized programs, revised service delivery approaches, streamlined management procedures, and improved operating efficiencies to the benefit of both the residents and the agency. Today HAP is recognized within the local community and at the regional and national levels as a highly effective public agency that can deliver innovative solutions to housing challenges for the community's most vulnerable citizens.

IDEAL CANDIDATE PROFILE

The successful candidate will have education equivalent to a Bachelor's degree from an accredited college or university with major course work in real estate, finance, business administration or a related field. The ideal candidate will also have five years of increasingly responsible experience in asset and property management including two years of administrative and supervisory responsibility. Affordable housing real estate analysis/asset management experience desirable.

ESSENTIAL JOB FUNCTIONS INCLUDE:

- Responsible for the health of HAP's real estate portfolio, and accordingly, should review reporting, work with asset managers, and make strategic recommendations regarding acquisition, sale, capital issues, cash flow, resident services, and all other factors affecting the real estate portfolio and HAP's residents.
- Maximize total return for asset portfolio through the analysis of property efficiencies and identifying opportunities for improved performance. Model full life cycle financial analysis for each asset from acquisition through disposition. Develop and distribute periodic asset management reports to investors, consultants and other partners. Oversee asset disposition process.
- Work closely with the Finance and Development Departments to manage the development and implementation of asset management strategies, goals, objectives, policies and priorities for each assigned service area. Provide pre-acquisition input and assistance in due diligence process, including review of financial and operational assumptions; support the effort of originating and negotiation of debt financing. Manage coordination of post acquisition activities and integration of asset into HAP's ownership portfolio. Collaborating with Finance and Development, develop strategies related to property conversion.
- Plan, direct, coordinate and review the work plan for assigned staff and third party managing agents; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Conduct regular financial, social service, and capital needs analyses of the Affordable Housing, Special Needs and Public Housing portfolios to determine operational performance of individual properties and the portfolios as a whole, the performance of managing agents, and the impact of Housing Authority policy decisions; develop and maintain consistent tracking devices to measure portfolio performance.
- At a high level, manage the relationships with HAP's third party management agents in a manner consistent both with HAP's mission and the specific intention of the residential communities in the management agent's portfolio. When necessary, meet with third party management agents (and other partners) to discuss relationship matters. Evaluate the performance of third party management agents and implement strategies to achieve the most effective, financially viable portfolio. Provide direction for and oversight of third party management business plans, budgets, forecasts, leases, analysis and approvals for HAP properties. Negotiate third party contracts.

SALARY AND BENEFITS

- Annual salary negotiable depending on qualifications; salary range \$65,000 to \$91,000.
- Excellent medical, dental, vision, and life insurance coverage.
- Public Employment Retirement System (PERS) with HAP-paid contributions.
- Pre-tax, employee-paid Deferred Compensation Plan.
- Flexible spending accounts for medical expense reimbursement, dependent childcare, and transportation costs.
- Vacation accrual negotiable based on years of professional service.
- Long term and short term disability insurance.

THE COMMUNITY

Portland's reputation as one of the most livable cities in the United States is well deserved.

Situated in the heart of a vast, diverse recreational area, including mountains, beaches, forests, desert, lakes and rivers, the City boasts 10,000 acres of parkland in 206 locations, including one of the largest forested wilderness parks in any American city. Arts and cultural opportunities abound. A world-class ballet and symphony thrive, along with many top-level theater companies and museums. On the quirkier side, *Food Light* ranked Portland #2 to "eat smart, be fit and live well."

But Portland's reputation for livability is above all founded on its 40-year record of community-based urban planning. Our regional land use planning system is a model for the country. The urban growth boundary established in 1980 has prevented the urban sprawl seen in other metropolitan areas. The city boasts a vibrant downtown and great neighborhoods, and is the most affordable of the major west coast cities. It is surely no coincidence that Portland is currently ranked the #1 Green City in the U.S. by the Green Building Council.

While these amenities make Portland a wonderful place to live, the area's leaders and residents are well aware that many people struggle to find shelter and resources they need to maintain a decent life. In 2004, the City of Portland and Multnomah County launched a nationally-recognized 10-Year Plan to End Homelessness. The key to the plan is collaboration and partnership, involving local governments and numerous housing and social service non-profit agencies. The Housing Authority of Portland is proud to be a major participant. This important community initiative reflects the progressive spirit of the Portland area, and is helping to ensure that the term *livable* applies to all residents.

THE RECRUITMENT AND APPLICATION PROCESS

The recruitment process will consist of an evaluation of each applicant's qualifications as demonstrated in a professional resume and cover letter. Only the most qualified candidates will be invited to participate in an interview. Cover letters and resumes will be accepted until a selection is made, interested individuals should submit information as soon as possible. **Apply by February 5, 2010, to ensure optimal consideration.** Additional interviewing may be required prior to final selection. The successful candidate will be required to pass a criminal background check and drug screen.

To apply, send cover letter and resume to Rebecca Gabriel, Director of Human Resources and Administration, 135 SW Ash Street, Portland, Oregon, 97204 or to rebeccag@hapdx.org. **All inquiries will be handled confidentially.**

Candidates wishing to learn more about this exciting and challenging position should contact Rebecca Gabriel directly at 503.802.8502 or rebeccag@hapdx.org or visit www.hapdx.org.



The Housing Authority of Portland values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females and persons with disabilities are encouraged to apply.