

Assistant Director of Asset Management

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of Assistant Director of Asset Management. Our Assistant Director of Asset Management will assist the Director of Housing Operations to direct, manage, and oversee the operations department of the Authority by ensuring the long-term financial health, physical quality, and regulatory/statutory compliance of mixed-finance and privately managed Public Housing developments. *A full job description can be found at the agency website. www.hakc.org*

Essential Duties and Functions:

- Directs the work of the Tenant Selection department, including the oversight of the Authority's Public Housing and Section 8 wait lists; establishes objectives and performance goals for staff; and approves leave requests and review timesheets.
- Monitors mixed-income property financials for conformity to budgets, and ensure annual budgets are prepared.
- Assists Director of Housing Operations in development and implementation of policies and procedures for Public Housing Operations.
- Supervises and monitors the activities of the contracted property management company(ies) including evaluation of the financial performance of the projects.

Minimum Qualifications and Requirements:

Bachelor's Degree and a minimum of five (5) years of progressively responsible experience in asset and property management preferably with low-income property, low-income tax credits and/or other government sources.

Interested applicants submit resume to:

Housing Authority of Kansas City, Missouri, Administrative Services, 3822 Summit, Kansas City, Missouri
64111. FAX: 816-968-4225