



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Associate Asset Manager in the Asset Management Division

Job Posting Number: 19-008	State Classification: Program Specialist IV/1573
Division: Asset Management	State Pay Grade: B20
Department: Asset Management	Posting Date: October 3, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 4,167 – 4,500 mo.	Duration: Full Time
Number of Openings: 2	Location: Austin, Texas

GENERAL DESCRIPTION

Entry level Asset Manager for multifamily housing properties.

Performs moderately complex consultative services and technical assistance work overseeing the construction, lease up, and ongoing operations of properties funded through the Department's multifamily housing programs. This includes but is not limited to the equity provided through the Low Income Housing Tax Credit Program and its related programs, the Department's Direct Loan funds including, but not limited to, the HOME program, the Neighborhood Stabilization Program, the State of Texas Housing Trust Fund program, and the National Housing Trust Fund program. The employee in this position will directly assist senior management in overseeing a portfolio of 900-1,100 multifamily properties to identify, monitor, and mitigate the Department's risk of failure to deliver the required affordability and/or repayment of funds. The work involves communicating with owners, buyers, other Department divisions, investors, lenders, governmental agencies, community organizations, and service vendors and responding within prescribed timeframes to their requests; planning, developing, prioritizing, and carrying out action plans for each development; representing the Department's interests in negotiating and implementing resolutions; collaborating on more complex workout with senior management; and preparing and presenting information as needed. The position will work under the general supervision of senior management with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS



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- Develop operators/owners understanding of and enforce the requirements of funding from the Department's multifamily housing programs.
- Energetically absorb, evaluate, and apply information acquired.
- Assists with and/or performs the preparation of reports including financial statement analysis, action plans, et al. to ensure that properties are constructed timely, within budget, and operated effectively.
- Perform desk reviews to manage, develop, oversee, and evaluate assigned projects utilizing accepted project management methodologies including using internal and external databases, third party reports and hands on investigation.
- With the assistance of the Legal Division, ensure the timely creation, execution, and as necessary, amendment of the Department's loan and regulatory agreements to achieve compliance with the Department's rules.
- Collaborate with senior management on the formation and long term implementation of resolutions for troubled assets.
- Evaluate, report, and ensure repayment cash flow loans as assigned.
- Receive, evaluate, and process approval or denial of 10% Tests, amendments, ownership transfers, satisfaction of Right of First Refusal, and Qualified Contracts for assigned portfolio of Housing Tax Credit developments in a timely manner.
- Complete the evaluation of final cost certification for assigned Housing Tax Credit developments and ensure that IRS Forms 8609 are issued in a timely manner by managing the pipeline of anticipated activity and proactively working with development owners and investors for timely submission of documentation.
- Develop schedules, priorities, and standards for achieving portfolio and division goals; evaluating Department activities; and coordinating program activities within other work units in the agency and external organizations.
- Provide technical assistance to other TDHCA personnel and the public.
- Remain abreast of the relevant technical developments related to asset management activities.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in Asset Management, including performing risk assessments of Asset Management's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Perform other related work as assigned.
- Must be able to travel when needed (<10%).

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS



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- Must have education or experience in math, financial analysis, real estate development, business or a related field.
- Graduation from an accredited four-year college or university with major course work in a field relevant to this assignment preferred but not required. Experience and education may be substituted for one another.
- Experience in the production or financing of affordable housing is preferred.
- Knowledge of the multifamily housing programs administered by the Department is preferred.
- Experience with commercial loan workout, financial analysis, credit reporting, and multifamily underwriting and development is preferred.
- Experience in analyzing state and/or federal laws, regulations and statutes desired.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Strong numerical and analytical background.
- Ability to plan, organize, and direct the work of an organization; to gather, assemble, correlate and analyze facts and devise solutions to complex administrative and operational problems.
- Ability to analyze complex financial information.
- Self sufficient computer skills including at minimum, Word, Excel, Access, and Explorer.
- Ability to effectively communicate orally and in writing with diverse groups and individuals.
- Must have the ability to learn and be trained.
- Must evidence the desire for continuous growth.
- Must be willing to work overtime if necessary.

PHYSICAL REQUIREMENTS:

- Must be willing to work in a non-smoking environment and adhere to all applicable Department safety rules and policies.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY



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To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.