

Make a Difference! Join the Tarpon Springs Housing Authority Team!

The Tarpon Springs Housing Authority is committed to enhancing the Tarpon Springs community by developing and professionally managing housing that is affordable for low to moderate-income individuals and families. We seek to nurture our neighborhood and residents by creating and supporting services that promote stability and self-sufficiency for the people we serve. To learn more about TSHA, please visit www.TarponSpringsHousing.com.

At TSHA, we are committed to providing our team members with a work-life balance that is flexible and increases their quality of life! **That's why we offer generous paid time off and highly competitive compensation packages.**

What we Offer:

- Vacation Days, Sick Days, and Company Paid Holidays
- Retirement plan with 8% Company Contribution
- Excellent Individual Health Care, Vision, Dental, STD, Voluntary Life Insurance Benefits
- Excellent Employer Paid benefits, including Group Life Insurance, Accident & Critical Illness Insurance,
- **The opportunity to make a difference!**

TSHA seeks a well-qualified, hardworking, and dedicated Affordable Housing & Asset Manager to join the team.

What We Are Looking For:

The Affordable Housing Asset Manager oversees and ensures compliance with property management functions for HCV, RAD, and LIHTC housing assistance programs, focusing on asset preservation. This role demands excellent organizational and communication skills, both written and verbal, along with the ability to report on goal achievement. It involves making independent decisions in line with agency, state, and HUD regulations. Candidates should have a history of professionalism, ethics, and effective teamwork when interacting with vendors, partners, stakeholders, and constituents. Project management expertise is required for driving renovations, rehabilitation, and real estate projects. The Manager is also responsible for managing all procurement procedures.

In this role, you will be responsible for but not limited to:

Operations Management

- Foster a welcoming community while ensuring property compliance.
- Oversee property management, maintenance, and staff to align with agency values.
- Conduct monthly performance report reviews for properties and housing programs.
- Directly supervise property manager and maintenance staff to ensure HUD-standard housing quality.
- Manage risk, lease compliance, maintenance, and asset preservation, including inspections, repairs, and record-keeping.
- Supervise rent collection and efficient unit turnover.
- Resolve resident concerns and conflicts promptly and professionally.
- Assist Property Manager in tenant counseling and support ED's resident meeting objectives.
- Manage budget preparation, invoice approval, vendor compliance, and budget management.
- Monitor subordinates' asset expenditures and facilitate corrective actions.
- Lead online data management system approvals for SACS, HUD, and related modules.
- Oversee agency IT needs, troubleshooting, work orders, and technology inventory.
- Provide leadership, evaluation, coaching, and direction to personnel in performance management, problem resolution, professional development, and work assignments.

Asset Management

- Oversee public housing, Section 8, and LIHTC program activities to ensure HUD and state regulation compliance.
- Supervise third-party property management services for three Tarpon Springs apartment communities, ensuring compliance, resident file quality, maintenance, and tax credit compliance.
- Review the Authority's vendor scopes of work for compliance and payment approval.

- Conduct financial analysis, market studies, and industry-standard reporting.

Policy & Compliance

- Ensure resident lease compliance and housing stability, serving as the Authority-Hearing Officer.
- Conduct regular property and unit walk-throughs for inspections.
- Manage Maintenance Department's inventory tracking.
- Supervise the Property Manager's preparation of legal documents for rent issues and violations.
- Maintain accurate tenant files and an e-filing system.
- Ensure quality contracted vendor services and contract administration.
- Lead procurement and contract execution for capital and professional services.
- Stay updated on housing regulations and opportunities, attending conferences and trainings.
- Oversee special projects with funding agencies.
- Participate in Board governance, including correspondence, coordination, and meeting support.

Sustainability

- Collaborate with the ED to address affordable housing demands and asset preservation.
- Assist the ED in implementing department and project goals, ensuring compliance with policies and regulations.
- Propose strategic goals for the agency's community service, impact, and asset portfolio.
- Work with the ED on annual budgets and real estate acquisitions.
- Utilize Real Estate Broker license to support mission and portfolio expansion.
- Participate in advisory committees and civic organizations to promote housing and resident services.
- Act on behalf of the ED as needed; Perform other duties as assigned by the ED.

What You Need:

- Bachelor's degree required, preferred with a strong concentration in business, finance, accounting, and public administration.
- A minimum of 5 years' experience in the HUD housing program industry is required.
- Priority is given to candidates with professional property management certifications, including CAM, CPM, PHM, HCC, LIHTC certification, etc. A Real Estate Broker License is preferred.
- Additional education or training in housing programs, especially Section 8 PBRA and HCV, is highly preferred.
- Formal training history and fluency in procurement policy protocols for professional services and capital projects is highly preferred.

Other Requirements:

- Possession of a valid Florida Class "E" Driver's License
- Must be insurable by TSHA's fleet/auto insurance carrier.

Physical Requirements:

- Able to walk properties, supervise inspections involving some physical exertions.
- Able to work sedentary in professional office and during board meetings, trainings and conference meetings for long periods of time.
- Able to operate a personal or agency motor vehicle safely and have an acceptable driving record.

If you're interested in joining our team and making a difference, **Please Apply Now.**