

DSHA NON-STATE POSITION

HOUSING ASSET MANAGER ASSISTANT

SALARY RANGE: \$32,652-40,815 (min. to midpoint)

LOCATION: Dover, DE

OPENING DATE: February 17, 2010

CLOSING DATE: March 3, 2010

MINIMUM QUALIFICATIONS

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- 1. Knowledge of practices and procedures of real property management.**
- 2. Knowledge of the principles and practices of mortgage loan underwriting and servicing.**
- 3. Knowledge of the methods and techniques used in assembling, analyzing and interpreting financial statements and records.**
- 4. Ability to communicate effectively.**
- 5. Data entry and computer skills and ability to manage a database**

PRINCIPAL ACCOUNTABILITIES

- 1. Manage Housing Asset database including data entry, updating information and manuals, printing reports, responding to inquiries, uploading tenant transactions, tracking delinquent reporting, training others, reviewing reports for accuracy, providing rent schedules, responding to agency requests, etc.**
- 2. Responsible for analyzing and evaluating loan documents before and after permanent closing to assure all loan conditions are tracked. Ensure loan requirements such as monthly reports, financial statements, UCC renewals, insurance certificates, rent-up reports and other reporting requirements are accurate and completed timely through a tickler system.**
- 3. Assist with monitoring of the HDF and HOME properties through annual budgets, financial statements, monthly reports, and comparative financial reports to determine if properties are fiscally fit and feasible operations. Assist with review of end-of-year surplus cash calculations on all HDF properties and assures proper deposits are made into the HDF.**
- 4. Review HDF grant applications and small loan requests and prepares loan/grant synopsis for Council on Housing.**
- 5. Approves and processes payments of monthly draws for Federal HOME program including all CHDO's and other non-profit housing sponsors under the State's HDF program.**
- 6. Responsible for assisting with the establishment of escrow accounts and evaluating escrow balances to determine if there are sufficient funds to pay for requested invoices and increase/decrease escrows as necessary per all loan requirements.**

7. **Accesses information from numerous sources to prepare statistical reports on HDF activity, loan synopsis report, property address lists, project rental data and demographics reports.**
8. **Inspects, completes reports and follows-up with all HDF/HOME properties such as group home shelters – approximately 900 units and 57 properties**
9. **Receives resident constituent complaints and resolves issues by communicating with owners, managers, and residents in a timely manner**

APPLICATION PROCEDURES

Interested applicants must submit a current Delaware State Housing Authority employment application to: Wanda Spiering, Director of Human Resources, Delaware State Housing Authority, 18 The Green, Dover, DE 19901, by the closing date. For application call 739-4263 ext. 237.

DSHA IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL 739-4263 TO REQUEST AN AUXILIARY AID OR SERVICE.

DIRECT DEPOSIT OF PAY IS A CONDITION OF EMPLOYMENT. FAILURE TO PARTICIPATE IN DIRECT DEPOSIT WILL RESULT IN THE WITHDRAWAL OF EMPLOYMENT OFFER.