

## ASSET MANAGER

The City of Harrisburg is accepting applications for the position of Asset Manager in the Department of Community and Economic Development, Bureau of Building and Housing Development. This management position is responsible for marketing, loan underwriting and portfolio management of community development loans. The Asset Manager acts as the City's representative to undertake outreach to potential program participants, makes underwriting recommendations and manages the City's portfolio of community development loans. The position is responsible for assisting owners through the development process, including securing other development funds and securing required permits. Work is performed under the general direction of the Director of Building and Housing Development. This is a management, FLSA-exempt position.

Qualified candidates will possess a bachelor's degree from an accredited college or university in accounting, finance, real estate or related field; three (3) or more years of experience in a broad range of community or housing development; and three (3) years of experience in loan underwriting and collections. Other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may also be considered. Experience in computerized data base management required. A valid Pennsylvania Driver's License, Class C is also required.

The annual salary range is \$47,000 to \$52,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE**

**ASSET MANAGER – DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT – BUREAU OF BUILDING AND HOUSING DEVELOPMENT**

**DEFINITION**

The Asset Manager acts as the City's representative to undertake outreach to potential program participants, makes underwriting recommendations and manages the City's portfolio of community development loans. The position is responsible for assisting owners through the development process, including securing other development funds and securing required permits. Work is performed under the general direction of the Director of Building and Housing Development. This is a management, FLSA-exempt position.

**JOB LOCATION/EQUIPMENT**

A wide range of office, computer, measuring devices, communications and records storage and retrieval equipment is necessary for daily use. Work is performed at the Dr. Martin Luther King, Jr. City Government Center. Some evening or weekend work may be required on an infrequent basis.

**ESSENTIAL FUNCTIONS**

Work involves, but is not limited to, the following: Conducts cost analyses including underwriting, sources and uses review, performs reviews and cost reasonableness review. Insures that all local, state and federal laws such as fair housing, equal opportunity, affirmative action, wage rates and real estate sales are complied with. Initiates corrective action in the event of non-compliance. Responsible for collection of community development loans and grants to homebuyers and owners, landlords and businesses. Prepares reports and presentations as required. Reviews draw requests for funds from builders for compliance. Enters payment invoices, verifying accounts to assure proper funding is available. Reviews for accuracy, and prepares and/or enters when necessary and as good internal controls allow: journal entries, vouchers, warrants/warrant requests, wire transfers/wire transfer requests, purchase orders, requisitions, budget transactions, computer master file updates and daily reports. Provides staff services to boards and commissions. Performs other duties as required. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a safe and productive condition. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIALFUNCTIONS**

None.

**JOB TITLE**

**ASSET MANAGER – DEPARTMENT OF COMMUNITY AND ECONOMIC  
DEVELOPMENT – BUREAU OF BUILDING AND HOUSING DEVELOPMENT**

**REQUIRED KNOWLEDGE AND ABILITIES**

- Thorough knowledge of the principles and practices of residential real estate development in an urban environment including such standards instruments as Dodge and AIA and other construction related procedures.
- Good knowledge of the principles and practices of real estate development.
- Good knowledge of the construction standards and financial underwriting standards.
- Ability to perform accurate mathematical computations.
- Ability to anticipate and meet project schedules and deadlines.
- Ability to identify administrative/operational deficiencies and make recommendations for improvements to supervisors.
- Ability to use or learn to use automated information systems, including personal computers, databases, spread sheets and word processing software.
- Ability to present complex ideas effectively in both written and oral form.
- Ability to exercise discretion and sound judgment with homeowners.
- Must have good oral and writing skills.
- Ability to understand and follow oral written communication.
- Ability to establish and maintain effective work relationships with supervisor, associates, civic community and private sector groups and the general public.

**QUALIFICATIONS**

A bachelor's degree from an accredited college or university in accounting, finance, real estate or related field; three (3) or more years of experience in a broad range of community or housing development; and three (3) years of experience in loan underwriting and collections; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Experience in computerized data base management required.

Valid PA driver's license Class C.