**Position Title: Asset Manager, Greater Collinwood Development Corporation**

**Reports To: Housing Manager**

**Position Description:**

This position will work within Wards 8 and 10 to provide code enforcement with our partners at the City of Cleveland Building & Housing and Health Departments. Additional responsibilities will include managing properties that are owned and leased by the organization.

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

**Experience:**

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable. The successful candidate will have prior experience in property management, non-profit real estate programs, governmental relations, customer service, or similar background. Familiarity with existing housing programs and/or property management and HUD compliance is a plus.

**Requirements:**

Proficiency with MS Office Suite; strong verbal and written communication skills; customer service talent; conflict resolution skills; and the ability to use a personal vehicle with valid driver’s license and minimum property/casualty coverage on such vehicle are also critical to your success in this position.

**Responsibilities:**

* Monitor housing code enforcement within Ward 8 and part of Ward 10
* Maintain files of Building and Housing and Health code enforcement actions reported and taken
* Compile and maintain list of all abandoned and vacant houses and lots using NST and other data systems
* Appear in housing court on behalf of the community for building & housing issues as well as health & safety issues
* Appear at Zoning Appeals, Standards Boards and Design Review on behalf of various appeals as needed
* Liaison with local organizations and block/street clubs
* Special project coordination with regards to tracking down and acquiring vacant properties working directly with Housing Manager
* Assist residents to identify programs to assist them including but is not limited to weatherization, paint program, home improvement loans, and Housewarming.
* Conduct the leasing for various properties and maintain all property files.
* Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
* Maintain property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and snow removal services
* Enforce occupancy policies and procedures by adddressing violators.
* Maintains building systems by contracting for maintenance services; supervising repairs.
* Prepare schedule for annual inspections as required by GCDC and other entities.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
* Other duties as assigned

**Physical demands and working environment:**

The conditions here in are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Indoor and outdoor environments; work alone; travel to various sites; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office

and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**Vision/Hearing:** Within normal ranges with or without correction.

Send resume’ and cover letter to: Greater Collinwood Development Corporation, 15614 St Clair Ave, Cleveland, OH 44110 or via email to [pkearsey@greatercollinwood.org](mailto:pkearsey@greatercollinwood.org). Deadline for application is August 11, 2019.