



## RECRUITMENT

### Housing Asset Manager

**\$54,755 - \$73,920 Yearly Salary Range**

**Closes May 14, 2008**

The Housing Authority of Clackamas County (HACC) is a public corporation, established under the federal Housing Act of 1937 and the provisions of Chapter 456 of the Oregon Revised Statutes. Although it is a separate public corporation, the HACC falls under the administrative structure of Clackamas County government.

The Housing Authority Asset Manager reports to the Executive Director and has the overall responsibility for the full range of property management activities. The Asset Manager plans, researches, evaluates, and implements broad programs to maintain a large portfolio of property holdings for the Housing Authority. Through the supervision of a large staff, the Asset Manager oversees property management, capital improvement projects and tenant relations.

The ideal candidate will be an experienced manager with a proven record establishing collaborative working relationships, and significant management experience in a public or private organizational setting. Candidates should have a broad knowledge of the rental housing industry, be committed to quality programs, and possess a participative management style. The selected candidate will be in a leadership role providing the vision to further the Housing Authority's goals.

---

This position will require applicants complete both the on-line application as well as submit a cover letter and resume for a competitive screening. To receive, please complete the following steps:

- 1. Submit the on-line application.** This will identify you as an interested candidate in our application system.
- 2. Submit a letter of interest and current resume.** Your resume must include your employment history by chronological date, including any gaps in employment. Your letter of interest should describe your interest in this position and relate how your professional work experience qualifies you for the position as described in the employment posting.
- 3. Cover letters and resumes may be emailed to: [jobs@co.clackamas.or.us](mailto:jobs@co.clackamas.or.us) or faxed to: (503) 742-5468.** Please list job title on your cover letter.

**4. Following the closing date, resumes will be screened** by the County Administrator, Department Director, Recruitment Manager or other key stakeholders involved in the selection for this position. The most qualified candidates will be invited to participate in preliminary interviews. The pool of candidates will be reduced to a smaller number for secondary and/or final selection interviews.

\*If requested by an applicant, Clackamas County, to the extent allowed by Oregon Revised Statutes (ORS 192.502(2) and (4)), will treat candidate applications as confidential and exempt from public disclosure up to and until the selection. Please indicate your desire for confidentiality on your letter of interest and resume.

**LICENSE OR CERTIFICATE:**

Possession of an appropriate, valid driver's license. Ability to obtain, a Public Housing Manager (PHM) certificate or Certified Property Manager (CPM).

---

**Apply on website:** [www.clackamas.us](http://www.clackamas.us), click on "jobs," or complete on-line application at Clackamas County Personnel, Public Services Building, 2051 Kaen Road, 3rd Floor, Oregon City, OR 97045, 503.655.8459. **Closing date: May 14, 2008.** EEO Employer.