



Asset Management Director

Full Time

Filing Deadline: **Open Until Filled**

Salary: \$103,836 - \$155,796 DOE

The Position.

This position plans, leads and directs the activities and operations of the Asset Management and Facility Maintenance Department in a manner that optimizes the use of the organization's physical assets, seeking opportunity to further utilize them and increase their efficiency, in conjunction with responsible utility of financial and staffing resources in accomplishing assigned functions and objectives. This position monitors the operational and financial performance of the CADA portfolio, implementing short-term and long-term steps to improve and maintain asset performance and quality.

Additionally, this position assists with Commercial Leasing, Development, Project Acquisitions, Refinancing, Permanent Loan Conversions, and/or other special projects, as assigned by the Executive Director, including duties or projects relating to the operation of any other affiliated entities, including CADA's non-profit partner entity, the Capitol Area Community Development Corporation (CACDC).

Specific duties include but are not limited to:

- Lead and direct the development of the Asset Management and Facilities Maintenance Division's work plans, priorities, and evaluation criteria.
- Utilize the Capital Needs Assessment, budget data, and physical inspections of the buildings to determine prioritization and sequencing of future CADA Capital Improvement Projects (CIPs) in the creation of a five year plan to complete CIPs.
- Ensure compliance with necessary construction bid and contract processes and oversee analysis regarding construction cost estimates, financial feasibility and quote accuracy of proposed construction projects and contracts.
- Review and analyze monthly maintenance and leasing reports to monitor the operational and financial performance of CADA's asset portfolio, including the project's performance physically and financially in consultation with CADA's Leasing and Finance Departments. Ensure unit turnovers are performed timely and to CADA standards.
- In collaboration with Development, monitor and supervise construction of new development projects to be managed by CADA or other affiliated entities like the CACDC and/or major capital improvements.

Qualifications.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible management experience involved in the administration, asset management, implementation, planning and redevelopment of commercial and residential properties and programs.

Training: Equivalent to a Bachelors degree from an accredited college or university with major course work in Architecture, Planning, Public or Business Administration, Community Development, Economics or a related field. Master's degree preferred

A summary of the abilities desired for this position include:



- Plan, organize and facilitate development and maintenance projects.
- Analyze building and site constraints and opportunities.
- Negotiate effectively with contractors, development parties, community and governmental interests to achieve mutually beneficial outcomes.
- Analyze detailed and complex information, make appropriate decisions within the scope of authority, and recommend solutions effectively to the Executive Director and Board.
- Facilitate organizational culture and communication amongst all departments and provide excellent customer service.
- Read and interpret construction plans, plot plan specifications, surveys and sketches, blueprints, and make recommendations accordingly.
- Analyze project feasibility and cost accuracy.
- Draft, review and edit reports and documents, including Board actions and correspondence.
- Plan, direct and coordinate a wide-range of asset management activities, ensuring proper timeliness and sequencing.
- Exhibit a positive, innovative approach to problem solving. Present ideas in a clear, concise, understandable, and organized manner in order to reach the goals/objectives of the organization.
- Demonstrate a positive, professional, and client-oriented attitude about CADA with coworkers, tenants, clients, and the public whether contact is by mail, telephone, or in person.
- Constantly strive for improvements in work process and results to better meet expectations.
- Work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.
- Prepare contracts in accordance with law, project bidding, and other applicable guidelines.
- Attend functions and programs on evenings, weekends and/or holidays, as needed.
- Direct, supervise, train and evaluate the diverse work activities of subordinates in a manner conducive to proficient performance, high morale, and departmental effectiveness.
- Prepare and administer budgets.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Perform on an ongoing basis as an active participant in the CADA team: recognizing that acceptable absenteeism, punctuality and the ability to get along with others in the workplace are important to the agency's performing its mission successfully.

A complete job description can be obtained from the Human Resources Department.

About CADA.

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 779 residential units, 20 commercial leases, and 250 parking spaces.

All CADA employees are expected to adhere to organizational values.



Benefits.

- **Retirement.** Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.
- **Flexible Spending Account.** CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.
- **Sick Leave.** Accrued at the rate of 8 hours per month.
- **Vacation Leave.** Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 days per year for 3 to 10 years of service; 20 days per year for over 10 years of service.
- **Management Leave.** Exempt staff receive 40 hours of Management Leave each calendar year. This time must be used by the end of the calendar year in which it was given. There are no carry-over or payout provisions.
- **Holiday Leave.** 15 paid holidays annually (this includes 2 half days).
- **Deferred Compensation.** Employees have the option of making contributions for this benefit.
- **Bereavement Leave.** Up to 5 days per calendar year.
- **Employee Assistance Program.** Confidential counseling services to employees and dependents.
- **Long-Term Disability Insurance.** Income security to disabled employees up to 66 2/3 of their monthly salary.
- **Life Insurance.** Equal to one and one half of the employee's annual salary.
- **Parking.** Parking free of charge.
- **Work Space/Remote Work.** Home/Office hybrid work schedule available, upon review and approval of management, with a requirement of being in the office at least three days a week and likely five to start during initial onboarding period.

Application Process.

Applications are accepted **until the position is filled**. Please include a CADA application with your resume and/or cover letter. You may download an application form from [CADA's website](#) or pick one up at the address below. Completed application materials may be submitted in person or via mail to the address below, or by email to jazevedo@cada.org

CADA
Attn: Human Resources
1522 14th Street
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.
We are an Equal Opportunity Employer.