

## IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Property/Asset Management Officer	
Position Number	Community	Division/Region
93-11037	Yellowknife	Finance and Administration / HQ

## PURPOSE OF THE POSITION

The Property/Asset Management Officer contributes to the day-to-day financial and administrative functions associated with all lease agreements entered into or granted by the Northwest Territories Housing Corporation for commercial office space and residential rental accommodation for public housing and market rentals throughout the Northwest Territories, as well as the day-to-day financial and administrative functions of residential funding agreements and the Employee Home Purchase Plan buybacks. This position administers the Apprenticeship Funding Agreements.

## SCOPE

Located in Yellowknife the Property / Asset Management Officer (Officer) reports to and receives general direction from the Senior Property and Asset Management Officer (Senior Officer), and is a part of the Asset Management unit within the Finance and Administration Division, which is responsible for the effective administration of approximately 2,900 Corporation assets, including single/multi-residential rental units, commercial units, warehouses, and mobile equipment with values in excess of \$300M.

The Officer is responsible for the management and administration of Residential Leasing options (Rent Supplement for Public Housing, Market Housing and RCMP), Commercial (Offices) and Revenue Leases (leased Northwest Territories Housing Corporation (Corporation) owned assets) and projects including Market Housing rent views, Funding Agreements and the buyback of eligible properties under the Employee Home Purchase Program (EHPP). The Officer assists in preparation of year-end working papers for annual audit files, as well as with the administration of new assets, the disposal of assets surplus to the Corporation and the administration of third-party affordable housing funding agreements.

The Officer is responsible for maintaining effective relationships and for providing functional guidance and support in Property Management matters (commercial and residential) and Apprenticeship Funding to Corporation staff, Local Housing Organizations (LHO's), landlords and tenants throughout the Northwest Territories (NWT).

This position works within a Legislative and Policy framework and carries out the responsibilities in accordance with Government of the Northwest Territories (GNWT) Acts, regulations, policies and Corporate procedures that include but are not limited to the *NWT Housing Corporation Act* and Regulations, the *Financial Administration Act* and the Financial Administration Manual.

The position exercises expenditure authority of \$25,000. The overall scope of financial responsibilities of this position is:

- Rent Supplement Operating leases on approximately 200 public housing units with annual expenditures of \$3.5M.
- Operating leases on 15 commercial office spaces with annual expenditures of \$2.3 M.
- 20 Year Operating leases on 45 RCMP units.
- Funding agreements on 18 residential units with annual expenditures of \$0.2M.
- Revenue leases on 8 commercial spaces and 6 residential units with annual revenues of \$0.5M
- Administration of \$861,000 Apprenticeship budget.

The position's activities support the ability of Corporation staff and LHO's to deliver programs and services from appropriate workspace. The duties of the position are carried out in accordance with generally accepted accounting principles and legislative constraints such as the *Financial Administration Act*, the Government Contract Regulations, GNWT policies such as the Business Incentive Policy, the *Residential Tenancies Act*, the *Commercial Tenancies Act*, and in accordance with program delivery, policies, and procedures of the NWT Housing Corporation.

Ten percent of the incumbent's time is spent travelling to and from buildings, warehouses, office spaces and residential units.

## **RESPONSIBILITIES**

### **1. Administer the delivery and day to day administration of social housing (Rent Supplement Portfolio) to ensure public housing inventory is maintained.**

- Monitor lease expiry dates and renewal terms, initiating and negotiating renewal rates and terms with landlords.
- Provide interpretation of lease documents for Housing Corporation staff and LHO's.
- Respond to questions and calls from landlords and / or accountants / legal representatives of landlords.
- Participate in preparation of various analytics with District staff and LHOs for decision-making and information documents.
- Prepare the financial analysis of improved real property investment opportunities such as lease/build/buy.

- Prepare, administer, and evaluate Request for Proposal (RFP) documents through Procurement Shared Services (PSS) and calls for leased units with no remaining renewals. Evaluate RFP submission and recommend awards.
- Ensure compliance with terms and conditions of the rent supplement leases and approved budgets.
- Review escalation claims/billings from rent supplement landlords and recommend approval for payment; initiate and prepare payments for processing.
- Perform market research on the local rental market.
- Prepare Briefing Notes and other reports as needed.
- Maintain and manage the rent supplement lease portfolio inventory to ensure data completeness and accuracy.

**2. Administer the delivery and day to day administration of the Commercial Lease portfolio (NWT HC Office Space – Headquarters and Districts Expense Leases and Revenue Leases to other Government Departments) to ensure appropriate workspace is maintained.**

- Monitor lease expiry dates and renewal terms, initiating and negotiating renewal rates and terms with landlords.
- Conduct analytics of office space requirements with Housing Corporation staff/LHO's staff for senior management decision-making and information documents.
- Prepare and administer RFP documents through PSS and calls for office space accommodation with no remaining renewals. Evaluate RFP submission and recommend awards.
- Conduct financial analysis of improved real property investment opportunities such as lease/build/buy.
- Respond to questions and calls from landlords and recommend approval and monitor maintenance issues with landlords.
- Ensure compliance with terms and conditions of the commercial leases and approved budgets.
- Monitor outstanding maintenance issues with landlords.
- Provide interpretation of lease documents for the Housing Corporation staff and LHO's.
- Review escalation claims/billings from rent supplement landlords and recommend approval for payment; initiate and prepare payments for processing.
- Calculate escalation claims on Revenue Leases and initiate billing or payment for annual adjustment of Operating and Maintenance costs.
- Review cost recovery claims/billings on Revenue Leases from LHOs and recommend approval for payment; initiate and prepare payments for processing.
- Perform market research on the local commercial rental market.
- Prepare calculation of future lease payments and provide support documentation for the preparation of annual budgets.
- Prepare Briefing Notes and other reports.
- Maintain and administer the commercial lease portfolio inventory to ensure data completeness and accuracy.
- Manage safekeeping of all keys and key fobs for NWT HC HQ office space.
- Manage inventory of keys and key fobs.

- Manage office space access for employees to NWT HC HQ office space, through activating/deactivating individual fobs assigned to employees and setting individual access requirements for every employee relevant to their position.
- Manage leased parking stalls.

**3. Administer the delivery and day to day administration of the Market Housing Portfolio to ensure Residential leases are maintained.**

- Develop and distribute administrative tools for LHO's managing Market Housing units provided by the Corporation.
- Administer the market housing/residential leases/agreements to ensure compliance with terms and conditions of the agreements, compliance with legislation appropriate to the agreements and approved budgets.
- Prepare and review Residential Leases.
- Conduct reviews of rents charged and costs incurred on owned/leased market units.
- Monitor and review the collection of market rents.
- Monitor and track condition ratings and modernization and improvement of market units.
- Respond to Tenants and LHO's with respect to Market Housing Administrative Guidelines and Procedures.
- Conduct market research and review of rents (NWT HC Standardized Rental Rates) charged and costs incurred on owned/leased market units in non-market communities, and recommend any rent increases to senior management.
- Manage the distribution of rent increase notices in accordance with the *Residential Tenancy Act* through LHO's to market housing tenants.
- Review, prepare and recommend for payment or invoicing, escalation billings submitted by landlords on residential lease agreements.
- Review, prepare and recommend monthly and annual lease payments regarding Residential Lease Agreements and Residential Donation Agreements and review expiry dates.
- Administer the Employee Home Purchase Program (EHPP) in accordance with guidelines. Collect, collate and review information regarding the acquisition of Housing units under the EHPP and report to management.
- Review and calculate future lease payments and provide support documentation for the preparation of annual budgets.
- Prepare Briefing Notes and other reports.
- Maintain the market housing lease portfolio inventory to ensure data completeness and accuracy.

**4. Assist with the management of the acquisition and disposal of mobile assets and building assets and the administration of funding agreements to ensure building inventory and funding agreements are maintained.**

- Update the NWT HC Asset Management System (AMS) and System for Accountability and Management (SAM) with the details of new mobile assets and building assets based on bills of sale and final certificates of completion.
- Ensure mobile asset inventory is updated and current.

- Renew vehicle registrations for all NWT HC owned mobile assets.
- Work with GNWT Risk Management to obtain insurance for all NWT HC owned mobile assets.
- Prepare sale price calculations for assets in non-market communities as requested by NWT HC staff for use with program clients or public housing tenants interested in purchasing.
- Follow up on funding agreements under the Social Housing and Affordable Housing Program.
- Assist with contribution agreements ensuring they are distributed to groups and that each group has signed and returned the agreement to initiate payment.
- Prepare payments in accordance with contribution agreements for processing.

**5. Administer the delivery and day-to-day administration of the Apprenticeship Funding Program.**

- Receive, review and process applications from LHO's to fund apprenticeship positions within their home communities by providing projected cost estimates that are within the annual budget under the program.
- Provide direction on the program to District Staff and LHO's.
- Administer the funding to LHO's supporting 10 to 15 full time apprentices.
- Prepare individual Apprenticeship Funding Agreements for signing by the LHO's and NWT HC senior management.
- Receive, review and process payment of monthly invoices from LHO's.
- Monitor and evaluate contract performance.
- Prepare Briefing Notes and other reports.

**6. Prepare working paper(s) for the year-end financial statements of the Corporation.**

- Prepare lease commitment schedules.
- Prepare lease accruals and third-party accruals.
- Prepare apprenticeship accruals.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

Incumbent experiences exposure to variances in temperature, including extremes, as well as dusty conditions while performing site visits.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of, and/or the ability to acquire and apply knowledge of the System for Accountability and Management (SAM) and the Corporation's suite of web-based management systems which include the follow:
  - Asset Management System (AMS)
  - Asset Cost Tracking System (ACTS)
  - Territorial Housing System (THS),
  - Client Application System (CAS)
  - Land Administration System (LAS)
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of property management principles, strong financial skills including lease/build/buy analysis, mortgage financing, discounted cash flow analysis, property.
- Interpretation, analysis, problem solving and marketing skills, and the ability to interpret and comprehend documents and legislation such as: *Residential Tenancies Act; Commercial Tenancies Act; Territorial Lands Act; Territorial Land Regulations*; Lease Agreements; Sale Assignments, Mortgages; Legal Surveys; Town and City By-Laws. The ability to analyze lease rates, terms and development of proposals and tenders.
- Negotiation skills to successfully negotiate lease terms and rates.
- Oral and written communication skills to seek approval, convey or solicit information through a variety of means (Decision Papers, FMB Submissions, briefing notes, procedural manuals) to a variety of audiences that have different information needs and understandings of property management.
- Interpersonal skills to facilitate planning and manage conflicts, negotiate solutions, and resolve disputes.
- Knowledge of the Municipal Tax Systems.
- Skilled in spreadsheet, data base, word processing and presentation software to operate in a computerized work environment.
- Knowledge of records management procedures to maintain and archive client files and other financial records, with proficiency in utilizing the Digital Integrated Information Management System (DIIMS).
- Ability to work in multi-cultural settings.

### **Typically, the above qualifications would be attained by:**

A business degree or completion of a program of study related to property and contract management plus three (3) years related experience; or six (6) + years of work-related experience in a property management work environment including three (3) years of experience with a variety of lease and building types and sizes.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Must possess a current and valid Class 5 Driver's license to operate motor vehicles.

### **Position Security**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
    - ORAL EXPRESSION AND COMPREHENSION
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
    - READING COMPREHENSION:
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
    - WRITING SKILLS:
      - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred