

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M13

Reviewed: 00/00/00
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HOUSING MANAGER
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize and direct the low-income housing programs of the Authority in an assigned geographic area of the County of Contra Costa. Is responsible for the day-to-day operation and administration of these programs, including a low rent housing development and Section 8 within his/her area of assignment.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the implementation of the Authority's low rent and Section 8 housing programs within an assigned County geographic area. It differs from all other classifications in that it is solely responsible to a Assistant Director of Housing for the effective and efficient administration and operation of the Authorities program within the assigned area.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Director of Affordable Housing Programs or Director of Housing Assistance Programs, with significant independence.

The Housing Manager exercises direct and general supervision over assigned technical and clerical employees and/or Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and direct the day-to-day management and maintenance operation of a low rent housing development and Section 8 program.
- Administers rental policies of the Authority and supervises leasing and occupancy of units. Collects rents and is accountable for funds, re-examinations of tenant income, and inspection of units.
- Supervises maintenance of rental units owned by the Authority.
- Coordinates and solves problems relative to the Section 8 program.
- Implements changes in Federal and State regulations.
- Represents the Authority at the local level in public relations and community affairs.
- Maintains effective tenant and/or landlord relations.

- Trains subordinate staff; requisitions material and supplies.
- Prepares and/or supervises the preparation of correspondence and monthly activities and status reports.
- Undertakes special studies and assignments as directed by the responsible Director.
- Respond to and resolve issues pertaining to area programs. Advise Assistant Director of Housing Operations, in a timely manner, on necessary actions, problems, or requirements.
- Serve as an advisor to the responsible Director regarding management and operations issues and other department-wide matters.
- Review and prepare comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives and statutes and Authority policies, and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of public or assisted housing administration. Public housing, Section 8, Housing Choice Voucher, and housing rehabilitation and development programs and practices. Principles and practices of managing rental property. Principles and practices of supervision, and maintenance principles as they pertain to rental housing units. Public housing laws, and agency rules, regulations, and standards.

Ability to – Plan, organize, and coordinate work in a manner conducive to attaining full cooperation. Administer local housing programs. Supervise the work of assigned subordinate personnel. Maintain confidentiality. Analyze, interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with the community and others contacted in the course of work. Deal effectively with landlords in the Section 8 program. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a computer using various Windows-based applications programs. Working knowledge of YARDI systems desirable but not necessary.

Licenses and Certificates – Section 8 Management Certificate or Public Housing Manager Certificate desired or must be able to obtain during first year in position. Other licenses or certificates, as deemed appropriate.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier, subject to annual review by the insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a post offer, pre-employment physical examination.
- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in a position with a housing authority or other public or assisted housing agency directly supporting daily housing operations, including two years of demonstrated experience in management of public housing or a HUD-assisted housing program. Two (2) years of supervisory experience is desirable.

Education – An Associates Degree from, or two full academic years of study at, an accredited college or university with major course work in social science, behavioral science, public administration, business administration, or a related field is desirable. Experience of the type indicated beyond the stated requirements above may be substituted for the required education on a year-for-year basis.