

HOUSING AUTHORITY
of the
COUNTY OF MONTEREY

HOUSING MANAGEMENT MANAGER
(FLSA Exempt)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION/PURPOSE:

Manage the day-to-day operations within the Housing Management Department, to include supervising the daily activities of the property management and maintenance departments. Perform various difficult and complex property management assignments, coordinate the maintenance operations and assist in the preparation of the departmental budgets and reports. Provide technical assistance and periodic reporting to the Executive Director. Assist in the development and implementation of fiscal and administrative plans for the properties owned or managed by the Authority.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the management and administration of the property management and maintenance of the housing units owned or managed by the Authority.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general direction of the Executive Director with significant independence.

Provides direct and indirect supervision to assigned professional, technical, maintenance, and clerical personnel.

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

- Supervise and participate in the preparation of the annual budgets and expenditure projection and internal auditing of client files.
- Conduct studies and prepare reports on Authority Housing Management operations.
- Research appropriate housing regulations and develop policies for housing programs managed. Prepare and submit reports and recommendations. Formulate guidelines and reports on mandated regulation.
- Prepare the departmental budget, as well as for specific programs and projects.

- Receive requests from departments and meet with various department heads/staffs and individuals to resolve issues. Resolve issues of concern, solve and prevent problems related to property management and maintenance.
- Develop/review systems that evaluate the implementation of property management and maintenance and prepare and submit recommendations. Research and assist staff in preparation of grant proposals and applications.
- Participate in the selection of department staff. Responsible for departmental workload assignments, employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Analyze and prepare reports on the status of the budget accounts and requirements.
- Research and evaluate existing and new computer programs and analyze effectiveness. Make recommendations as to program use or modification. Create, review, and assess automated reports. Develop computer procedures.
- Provide technical support for supervisory staff.
- Participate in training staff in the work procedures and regulations mandated by the Department of Housing and Urban Development (HUD) and various other sources that provide funding for affordable housing programs.
- Attend and conduct meetings. Assist in coordinating workshops for tenants and staff. Participate in a variety of special projects, as assigned, including research of new programs and services.
- Participate in technical support for court cases involving evictions, fraud, drugs and criminal activity. Research subject cases and provide back-up support.
- Compile and submit estimates of project revenues for the budget year. Review project expenditures throughout the budget year. Attend staff meetings and keep abreast of legislative changes and programs that may have an impact on departmental needs.
- Undertake special assignments as directed by the Executive Director.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise Executive Director, in a timely manner, of necessary actions, problems, or requirements.
- Serve as a policy and program advisor to the Executive Director regarding management and operations issues.
- Develop and maintain departmental policies and procedures. Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

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

SPECIAL REQUIREMENTS:

Knowledge of – Programs, principles and practices of property management, maintenance and affordable housing programs. Principles of public housing laws, California real estate law, accounting, and agency rules, regulations and guidelines. Pertinent Federal, State and local laws. Budget development and administration. Principles and procedures of record keeping. Personnel practices, supervision, training, and administration. Computer database systems and MS Excel and Word. Modern office procedures and methods.

Ability to – Comprehend and interpret complex housing program rules, regulations, requirements and guidelines, as well as Authority policies and procedures. Exercise sound independent judgment within established guidelines. Plan, organize, direct, and coordinate work in a manner conducive to full performance. Contend with a constantly changing environment and lead in effecting change. Effectively train, supervise and evaluate subordinates. Maintain confidentiality. Analyze and interpret financial statements and reports. Forecast trends based on available data and conduct variance analyses. Design and implement new, improved property management and record keeping systems, including computerized systems. Establish and maintain effective working relationships with others contacted in the course of work. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Compile and compare clear and concise reports. Prepare and work within established budgets. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority. Obtain certifications in Public Housing Management and USDA Rural Development Farm Labor Housing within one (1) year of employment. Possession of California Real Estate Broker License desirable.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, walk over uneven ground, lift 25 lbs, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment. Maintain the mental capacity and physical ability to make sound decisions and perform the assigned duties and responsibilities.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

-Use of a personal automobile may be necessary in the performance of assigned duties. Possession of personal automobile insurance, and proof

of coverage on file with the Authority, is necessary to operate a personal vehicle for Authority business.

-Bilingual fluency in English and Spanish desirable.

- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES: *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 – Three (3) years of increasingly responsible experience in an organization managing affordable housing programs and properties. Financial analysis, budget preparation, and data processing assignments. Implementation of federal, state, and local laws, regulations, and related directives. Four (4) years of supervisory experience.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in business administration, public administration, real estate, social science or a related field.