

HOUSING MANAGER II
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This is a housing management position involving responsibility for the management, operation, and maintenance of one or more housing projects, high rises, family complexes, and scattered sites. Employees of this class may either direct a moderate scale project independently or assist in the administration of a larger project. Managers are required to perform field work such as inspecting housing authority properties and directing maintenance activities. The employee works under general supervision and exercises supervision over a clerical staff, maintenance staff, and professional management staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning, organizing, and supervising housing project operation activities;
Assists in the evaluation of current housing management activities and operations;
Supervises the investigation of applicants and participates in the more complex applicant investigations;
Prepares correspondence dealing with housing applicants and tenant selection;
Supervises the maintenance of applicant and tenant selection files;
Confers with various community and human service agencies on matters of interest to both parties;
Interviews prospective tenants and assists in orienting new tenants;
Receives complaints, makes appropriate referral, or assists in solving them and in adjusting various tenant problems;
Collects rents or supervises rent collection;
Inspects housing project properties to insure safe, sanitary and habitable conditions;
Directs the activities of the housing project management office, including report preparation, requisition and purchase of supplies, and maintenance of office records;
Directs project maintenance activities, including supervising, maintenance, staff, establishing priorities and schedules for maintenance and repair work, and reviewing expenditures for maintenance supplies.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public or private housing management or administration;
Knowledge of the principles and practices of office management;
Knowledge of the principles and practices of fiscal management;
Knowledge of the principles and practices of building maintenance;
Knowledge of and ability to use personal computer and word processing software;
Ability to plan, organize and supervise the work of others;
Ability to prepare clear and concise written reports and correspondence;
Ability to work well with others, especially the public;
Skill in interviewing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES :

All the Entry Level KSA's plus
Knowledge of Rochester Housing Authority (RHA) administration and operating procedures;
Ability to evaluate and recommend improvements in RHA programs and procedures;
Ability to understand and interpret various RHA rules and regulations.

MINIMUM QUALIFICATIONS:

High school diploma or GED; **AND:**

One (1) year of supervisory experience in housing administration.* **PLUS**

A. Bachelor's degree in public or business administration and three (3) years of management or administrative experience in public or private housing administration.

OR

B. Bachelor's degree plus four (4) years of management or administrative experience in public or private housing administration.

OR

C. Seven (7) years of management or administrative experience in public or private housing administration.

* Supervisory experience obtained concurrently with management or administrative experience will be counted.

SPECIAL REQUIREMENTS as required by work assignment:

Possession of a valid New York State Class D Motor Vehicle License at time of appointment. This license must be maintained throughout employment.

Required to secure certification as a housing manager from an Approved Certifying Organization as detailed in the rules and regulations of the Department of Housing and Urban Development within one year of appointment.

REVISED: DECEMBER 2, 1976

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