

**HOUSING MANAGER III/RHA
(Rochester Housing Authority)**

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level housing management position involving responsibility in the management of a housing project, including senior citizen projects, high rises, family complexes, or scattered sites, or for directing the implementation of a specialized housing program, such as the Housing Assistance Payment Program. Employees of this class may either direct a small scale project or program independently, or assist in the administration of a larger housing project or program. Manager III's are required to perform field work such as inspecting Housing Authority properties or directing maintenance activities. Employees of this class work under general supervision and may exercise supervision over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in evaluating, planning, organizing and supervising housing project operational activities, including property management, and tenant relations;

Participates in the implementation of specialized housing programs, such as the Housing Assistance Payment Program;

Supervises the investigation of applicants for Authority-owned facilities or special programs, and participates in the more complex investigations and approvals;

Prepares correspondence dealing with housing applications, tenant selection, project or program regulations, and related activities;

Confers with various community organizations and human services agencies;

May interview prospective tenants or program applicants, and assists in orienting new tenants or participants;

Receives complaints, makes appropriate referrals, or assists in solving them and in adjusting Various tenent or program participant problems;

Recommends eviction of program participant when required;

May collect rents or supervise rent collection;

Inspects housing project properties, or properties involved in special programs, to insure safe, sanitary, and habitable conditions;

Directs or assists the activities of the housing project management office, including report preparation, requisition and purchase and supplies, and maintenance of office records;

Directs or assists in directing project maintenance activities, including supervising maintenance staff, establishing priorities and schedules for maintenance and repair work, and reviewing expenditures for maintenance supplies;

Re-examines, on a periodic basis, family income, composition, and extent of exceptional medical or other unusual expenses to evaluate the effect upon rent determination;

Directs or participates in a variety of surveys and studies relating to housing activities;

Recommends precept actions and provides Authority attorneys with background information concerning the case;

Works with central office staff as required.

Housing Manager III

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ENTRY LEVEL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of public or business administration;
Knowledge of the principles and practices of housing administration;
Knowledge of the principles and practices of office management;
Knowledge of the principles and practices of building maintenance;
Knowledge of the principles and practices of fiscal management;
Ability to prepare and present clear and concise written reports and correspondence;
Ability to work well with others; especially community groups;
Ability to learn complex rules and regulations, related to Authority activities and programs.
Ability to use personal computer and word processing software;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All the Entry Level KSA's plus
Knowledge of Authority's public housing management, administration and operating procedures;
Ability to evaluate and recommend improvements in Authority's programs and procedures;
Ability to understand and interpret various Authority's rules and regulations.
Ability to plan, organize and supervise the work of others;

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D. **AND**

A. Bachelor's degree in public or business administration **AND** two (2) years of management or administrative experience in public or private housing administration.

OR

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

OR

C. Six (6) years of management or administrative experience in public or private housing administration.

SPECIAL REQUIREMENTS:

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 regulations of the Department of Housing and Urban Development within one year of appointment.

REVISED: December 2, 1976

REVISED: January 8, 1981

REVISED: June 24, 1998

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