

Section III

451. Housing Complex Manager

Definition:

Under the general supervision of the Director Of Housing Services. Responsible for the management and maintenance of the properties under their jurisdiction and for operating and maintaining them in accordance with policies and procedures as established by the Authority. Performs other duties as directed within the classification.

Example of Duties:

Under direction, plans, organizes, initiates, and performs preventive maintenance work with subordinates; maintains discipline and passes upon difficult problems in connection with the supervision of employees engaged in various management and maintenance functions; initiates appropriate actions on delinquent accounts; accepts rent monies and issues receipts; maintains satisfactory resident-management regulations; assists in furnishing data for annual operating budgets; operates within budget limitations; prepares and submits required fiscal and statistical reports; maintains required records and conducts annual tenant re-examinations and personal property inventory; consults with Housing Manager on problems relating to finance, maintenance standards, personnel, public and resident relations, eligibility problems, operating and administrative policies and procedures, and development of performance standards.

Prepares and reviews reports of employee performance prior to submission to Housing Manager; advises and makes recommendations to superiors concerning matters involving policy changes, operational maintenance and major improvements to grounds or buildings; conducts periodical examinations of resident eligibility factors; executes leases, interviews, advises and assists residents concerning serious occupancy problems; processes applications for occupancy; thoroughly explains Authority functions and operational policy to applicants, residents and general public; requisitions supplies, materials, services and equipment; advises residents on care of Authority-owned equipment and property; initiates safety and fire prevention programs; initiates and promotes resident-maintenance programs. Operates automotive and other equipment as required.

Employment Standards:

Knowledge of property-management involved in supervising a public housing facility; housing maintenance and repair problems; office methods and procedures; elementary budget procedures and techniques. Ability to anticipate and economically budget maintenance and repair work necessary to the management of the public housing

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facility; establish cooperative business relations; analyze situations and take effective action; prepare clear, comprehensive reports; keep operational records.

Education:

Equivalent to completion of two years of college (48 semester units or more), with emphasis on public administration and social science. Also, minimum of two years of experience in property management work or other business activities in which the type and level of responsibilities are comparable to those of an assistant manager in a public housing program. One year of successful experience in a property management, social services, construction or related field may be accepted as equivalent to one year (24 semester units) of the education requirement criteria.

License:

Mandatory to possess a valid California Driver's License, and must present a DMV printout if required by the Employer for verification. Applicant must also be insurable to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Must be able to demonstrate a satisfactory ability to safely bend and lift various equipment and materials utilized in the regular performance of work. Other examples of physical ability would be, but not limited to, the ability to scale ladders and scaffolding, and spend extended periods of time in a kneeling position. All physical requirements shall be applicable to the tasks and duties listed for employees within this classification. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical examination.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.