

ASSISTANT HOUSING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a moderately difficult nature involving contract administration for a variety of low-income housing programs in a municipality. The work involves the physical inspection of housing units and project operation, maintenance of financial and other records, implementation of order, resolutions and policy decisions set forth by the municipality's Housing Authority Board and advisement on programs and the Housing Authority's operations. Work is performed in conformance with state and federal standards and under the general direction of the Housing Authority Board and the direct supervision of the Housing Manager I. Supervision is exercised over lower-level clerical and maintenance employees. The incumbent will be required to be on call twenty-four hours per day*. Does related work as required.

TYPICAL WORK ACTIVITIES:

Executes all orders, resolutions and policy decisions set forth by the municipality's Housing Authority Board under the direction of the Housing Manager I;
Advises and makes recommendations to the Housing Manger I regarding tenant selection, insurance coverages, financial transactions and reports;
Supervises tenant applications and screenings, income reviews, transfers, performs annual and interim unit inspections;
Completes and submits reports, plans and performance data through written reports, verbal communication and computer/electronic internet submissions;
Recruits applicants through on-going outreach;
Interviews applicants to ascertain their eligibility for the various programs;
Conducts annual and interim physical inspections of contract units and project operation to insure compliance with applicable laws and standards;
Reviews financial statements, leases, etc.;
Reviews income documents for annual recertification of tenants;
Adjusts contract rents and notifies tenants of changes;
Acts as liaison among tenants, landlords, HUD, etc.;
Assists with preparation of annual budgets by amassing data e.g. anticipated increase in utility rates, rent increases, etc.;
Requisitions funds, issues payments to landlords, etc.;
Prepares routine reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal laws and regulations governing New York State and HUD housing; good knowledge of the principles and practices of public relations and interviewing; good knowledge of basic arithmetic and account keeping procedures; working knowledge of terms and principles of building operation and maintenance; ability to communicate effectively both orally and in writing; ability to maintain records and make reports; ability to use a variety of computer programs, including internet database, spreadsheets, word programs and applications operations**.

MINIMUM QUALIFICATIONS: An Associate's degree or higher with a major in business, management or mathematics program and (2) years of paid work experience which substantially involved any of the following or combination of any of the following:

(over)

1. Examination and/or evaluation of claims for financial assistance (e.g. housing assistance, unemployment or insurance benefits or comparable program); or
2. Interpretation of rules and regulations in determining the eligibility of clients for a program; or
3. Work that substantially included the oversight, review, monitoring, etc. of reports and/or documents relating to compliance with rules and regulations of specific programs; or
4. Resolution of housing problems or the assessment of housing needs.

NOTE:

Additional years of the experience as described above may be substituted for the educational requirement on the basis of two (2) years of experience for one (1) year of education.

SPECIAL REQUIREMENT:

* Incumbent must have a valid driver's license and a vehicle available to respond to emergencies, conduct inspections, make deposits, etc.

** To be demonstrated during probationary period.