

HOUSING PROJECT MANAGER

GENERAL STATEMENT OF DUTIES: Under general direction, has responsible charge of the public management, operation and maintenance of a housing project; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Municipal Housing Authority, and subject to review by the applicable federal or state housing agency, an incumbent of this class is responsible for the business management, operation and maintenance of a housing project. This is an important administrative and executive position in which the incumbent exercises wide latitude in implementing Housing Authority policy, resolutions and orders. Supervision is exercised over the work of all subordinate employees.

EXAMPLES OF WORK: (Illustrative Only)

Executes all orders and resolutions of the housing authority relating to the development, management and operation of projects;

Advises and makes recommendations to the housing authority on all matters of policy affecting the housing project;

Recommends and advises the housing authority on capital improvements and extensions;

Supervises the keeping of all fiscal records and accounts;

Approves payrolls and purchase orders;

Executes contracts for insurance, materials, supplies and equipment;

Prepares annual and special budget reports;

Supervises the informational program and directs public relations activities;

Makes regular and special inspection tours of the project;

Supervises all maintenance repairs and operational activities of the physical plant of the project or any properties under jurisdiction of the Authority;

Supervises the transfer of tenants from one apartment to another;

Interviews tenants who are delinquent in rent payment or who have other serious problems or requests;

Conducts housing authority correspondence with reference to management, operation and maintenance;

Supervises the distribution of plans and specifications and answers inquiries with respect to bids;

EXAMPLES OF WORK (continued):

Interprets and carries out housing authority policies, referring questions of law to the housing authority counsel;

Acts as secretary to the housing authority if required;

Acts as custodian of all housing authority funds, signs all orders and countersigns all checks, if necessary;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the applicable laws and regulations governing the operation, maintenance and financing of a Housing Project; thorough knowledge of the operation and maintenance of large scale apartment dwellings and grounds; working knowledge of finance and accounts as related to real estate management; working knowledge of the principles of real estate management; ability to communicate clearly and concisely both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan and direct the work of others; ability to get along well with the public; resourcefulness; ingenuity in the solution of complex human relations problems; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) *Bachelor's Degree in business or public administration, finance or accounting, engineering, or architecture and two (2) years of business experience in a supervisory capacity related to management or administration in a business or governmental organization or department thereof; or (b) six (6) years of business experience in a supervisory capacity related to management or administration in a business or governmental organization or department thereof; or (c) satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level as stated in the minimum qualifications will be considered in evaluating experience.