

## **HOUSING AUTHORITY DEVELOPMENT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has responsibility of the public management, operation and maintenance of housing projects as assigned. Work includes the supervision of such functions as tenant relations, specific programs designed to meet the needs of tenants, and overall decision-making within the policy guidelines established by the Housing Authority. The work is performed under the general direction of the Executive Director and is subject to review by the New York State Division of Housing and/or the Federal Department of Housing and Urban Development. Supervision is exercised over the work of all subordinate employees.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Executes all orders and resolutions of the Housing Authority relating to the development, management and operation of a project;
- Advises and makes recommendations to the Housing Authority on all matters of policy affecting the housing project and for need of capital improvements;
- Oversees all maintenance repairs and operational activities of the physical plant of the project and surrounding properties;
- Oversees all security activities for the project;
- Makes regular and special inspection tours of the project units;
- Supervises the transfer of tenants from one apartment or project to another;
- Interviews tenants who are delinquent in rent payment or who have other serious problems or requests;
- Handles complaints and requests of a serious and/or unusual nature;
- May recommend approval or rejection of tenant applications;
- Conducts annual checks of tenants' income to determine rental adjustments;
- Conducts Housing Authority correspondence with reference to management, operation and maintenance of the project;
- Interprets and carries out Housing Authority policies for tenants and interested parties, refers questions of law to the Housing Authority Counsel;
- Attends managers' meetings, conducts project staff meetings to explore project needs and develops plans for action;
- Prepares a variety of reports of information taken from journal or ledger;
- Reviews and verifies rent collections, eligibility of tenants and transfers;
- May prepare deposit slips, seal cash for delivery to bank and, if required, make bank deposits;
- Meets with tenant groups to help evaluate service needs and develop mutually advantageous plans for improvement;
- Supervises the keeping of all fiscal records and accounts;
- Prepares annual and special budget reports;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the provisions of the New York State Public Housing Law and related Federal housing rules and regulations;

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- Good knowledge of the principles and practices of real estate management;
- Good knowledge of office terminology, business mathematics and English;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the operation and maintenance needs of large-scale apartment dwellings and grounds;
- Ability to plan and direct the work of others;
- Ability to maintain and establish satisfactory relationships with others;
- Ability to understand needs and provide direction concerning complex human relations problems;
- Sound judgment;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or new York State registered four year college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in business or public administration, engineering, or architecture, and one (1) year of responsible supervisory or administrative, fulltime paid experience in large-scale financial or property management, engineering or architecture; **OR**
- B. Graduation from a regionally accredited or New York State registered two year college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in business or public administration, engineering or architecture, and three (3) years of responsible supervisory or administrative, fulltime paid experience in large-scale financial or property management, engineering or architecture; **OR**
- C. Graduation from high school and five (5) years of responsible supervisory or administrative, fulltime, paid experience in large-scale financial management, property management, engineering or architecture; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:**

Eligibility for certification as a Public Housing Manager (PHM) under HUD Regs. No. 24CFR Part 867. Possession of certification may have to be obtained in a specified period of time upon appointment to the position.

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