

HOUSING MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a moderately complex nature which involves contract administration of a variety of low-income housing programs in a municipality, including both state and federal programs. The incumbent is the Chief Operating Officer of the Housing Authority and is responsible for the implementation of orders, resolutions and policy decisions set forth by the municipality's Housing Authority, advisement on programs and Authority operations and the maintenance of financial records. The work is performed under the general direction of a higher-level administrator and the Housing Authority Board and is subject to review by the New York State Division of Housing and Community Renewal (NYSDHCR) and the United States Department of Housing and Urban Development (HUD). Supervision is exercised over the work of lower-level personnel, including maintenance staff. The incumbent of the position will be required to be on call twenty-four hours a day to respond to emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends Board meetings, advises the Board and executes all orders, resolutions and policy decisions set forth by the municipality's Housing Authority;
Approves payroll, purchase orders, bills for accounts payable and executes contracts;
Administers and coordinates housing/rental subsidy programs (e.g., evaluation of tenant applications, preparation of waiting lists, interviews, screenings, income reviews, and home visits);
Prepares proposals and contracts for competitive bidding, NYS approvals, and contract and lease execution;
Oversees annual rent review and prepares data for accounts receivable;
Complies with housing laws, rules and regulations of HUD, NYSDHCR, Rockland County and the Village;
Prepares and maintains a variety of records and financial, statistical and budget reports;
Executes all reports within a specified timeframe;
Reviews and analyzes the Federal Register, HUD and NYS notices for changes in the laws, regulations and grant availability;
Prepares HUD and NYSDHCR budgets and requisitions;
Initiates legal proceedings and appears in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules 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 accounting principles, practices and procedures; good knowledge of the principles and practices of building/housing operation and maintenance; ability to communicate effectively both orally and in writing; ability to use computer software and applications or other automated systems in the performance of work assignments *; ability to maintain records and make reports; ability to prioritize work; ability to supervise the work of others; ability to understand difficult written instructions and materials such as laws and regulations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of paid work experience which substantially involved either:

1. Administration and coordination of housing/rental subsidy programs (e.g. evaluation of applications, interviews, income reviews, home visits, screenings); or

2. Preparation and maintenance of a variety of records and financial, statistical and budget reports;
or
3. Work that substantially involved the oversight, review, monitoring, etc. of reports and/or documents relating to compliance with housing laws, rules and regulations of specific programs;
or
4. Work that involved the administration of low-income housing programs, both state and federal;
or
5. Advocacy for public assistance recipients in court or legal proceedings.

NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) in Accounting, Business Administration, Mathematics, Management or comparable curriculum may be substituted for two (2) years of the required work experience.
2. A Bachelor's degree or higher in Accounting, Business Administration, Mathematics, Management or comparable curriculum may be substituted for four (4) years of the required work experience.

*To be demonstrated during probationary period.