

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 the Housing Authority 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 the maintenance staff. The incumbent of the position will be required to be on call twenty-four hours per 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 contract(s);

Supervises tenant applications, waiting lists, interviews, screening, income reviews and home visits;

Prepares proposals and contracts for competitive bidding, NYS approvals, and contract and lease execution;

Supervises 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, budget reports and contractual records;

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 a variety of computer programs, including internet operations**;

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:

1. A Bachelor's degree or higher in Accounting, Business Administration, Mathematics or Management and two (2) years of paid work experience which substantially involved the maintenance of financial records requiring the application of accounting principles and practices, including compliance with governmental rules and regulations relative to contract administration of subsidized or rent stabilized housing; or

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2. An Associate's degree in Accounting, Business Administration, Mathematics or Management and six (6) years of paid work experience which substantially involved the maintenance of financial records requiring the application of accounting principles and practices including compliance with governmental rules and regulations relative to contract administration of subsidized or rent stabilized housing.

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.