



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** AREA MANAGER III

**RESPONSIBLE TO:** DEPUTY EXECUTIVE DIRECTOR

**DEFINITION:** Responsible for the administration and management of the properties under his/her jurisdiction and for operating them in accordance with policies and procedure established by the Housing Authority. The distinguishing characteristics between grades and pay scale reflect the level of responsibility based upon the number of units' managed and supervisorial requirements.

**EXAMPLES OF DUTIES:** Supervises project staff personnel; initiates appropriate action on delinquent accounts; maintains satisfactory tenant management relations; operates within project budget limitations; prepares and submits required fiscal and statistical reports; maintains required records of, and conducts, annual personal property inventory; consults with the assistant executive director on problems relating to finance, maintenance standards, personnel, public and tenant relations, eligibility problems; operating and administrative policies and procedures; advises and makes recommendations to his/her superiors concerning matters involving policy changes; operational maintenance and improvements to grounds or buildings; conducts periodical examinations of tenant eligibility factors; executes leases; interviews, advises and assists tenants concerning occupancy; explains Authority functions and operational policies to tenants and the general public; prepares requisitions for supplies, materials, services and equipment; conducts utility conservation programs; advises tenants on the care of Authority-owned equipment and property; initiates safety and fire prevention programs; initiates and promotes tenant-maintenance programs and performs other related work.

**EDUCATION/EXPERIENCE:** Completion of two years of college with emphasis on public administration and social science. Two years of experience in property management work, or in other business activities, wherein the type and level of responsibilities are comparable to those of a public housing project manager. Two years of successful experience as an assistant manager may be accepted in lieu of other experience. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** Property management involved in supervising a public housing facility; housing maintenance and repair problems; office methods and procedures; elementary budget procedures and techniques.

**SKILLS TO:** Anticipate, budget and control maintenance and repair work necessary for the management of housing facilities; establish priorities and keep deadlines.

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Area Manager III (Continued)**

**DESIRABLE QUALIFICATIONS:** Knowledge of governmental regulations as they relate to various housing programs; experiences in supervising maintenance crews.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift supplies and equipment weighing up to 40 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; mobility to enter and exit housing units to perform physical inspections, serve notices and supervise maintenance employees; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

**LICENSES/CERTIFICATIONS:** Must have, or be able to obtain within six months of date of hire, certification as a public housing manager; a valid California driver's license.