

Housing Authority of the County of Tulare

Job Description

Job title: AREA MANAGER III

Work Location: One or more of the agency office locations located in Tulare County

Department: ALL AREA OFFICES

Reports to: DEPUTY EXECUTIVE DIRECTOR\EXECUTIVE DIRECTOR

☒ Full-time
☐ Part-time

☒ Exempt
☐ Nonexempt

DEFINITION:

Responsible for the administration and management of the properties under his/her jurisdiction and for operating them in accordance with policies and procedures established by the Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 Executive Director\Deputy Executive Director on problems relating to finance, maintenance standards, personnel, public and tenant relations, eligibility problems.
- Operates within the administrative policies and procedures.
- Advises and makes recommendations to his/her superiors concerning matters involving policy changes.
- Ensures the operational maintenance and improvements of grounds or buildings.
- Conducts periodical examinations of tenant eligibility factors.
- Executes leases.
- Interviews, advises and assists tenants concerning occupancy.
- Performs tenant screening.
- Explains Housing Authority functions and operational policies to tenants and the general public.
- Performs unit inspections.
- Supervises maintenance staff.
- Prepares time sheets for personnel.
- Prepares and approves vendor proposals for services, supplies, materials, and equipment.
- Conducts utility conservation programs.
- Advises tenants on the care of Housing Authority owned equipment and property.
- Initiates safety and fire prevention programs.
- Initiates and promotes tenant maintenance programs.
- Is responsible for meeting all federal, state and local requirements for that area.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- 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.
- Computer literate in MS Office software.

SKILLS TO:

- Anticipate, budget and control maintenance and repair work necessary for the management of housing facilities.
- Establish priorities and keep deadlines.
- Ability to learn industry-related desktop-computer software.
- Computer literate in MS Office software.

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 co-workers to accomplish common tasks.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024