



Housing Authority
of the
County of Tulare

CLASSIFICATION: ASSISTANT AREA MANAGER

RESPONSIBLE TO: AREA MANAGER

DEFINITION: Responsible for assisting in the administration and management of the properties under the jurisdiction of the Area Manager and for operating them in accordance with policies and procedure established by the Housing Authority and governing agencies.

EXAMPLES OF DUTIES: Assists in supervising office staff; helps maintain satisfactory tenant management relations; helps prepare and submit required reports; helps maintain required records of, and conducts, annual property inventory; advises and makes recommendations to his/her superior concerning matters involving office procedures; helps execute leases; performs unit inspections; interviews, initiates legal action against residents; does tenant screening; advises and assists residents concerning occupancy; explains Authority functions and operational policies to residents and the general public; helps with supervision of maintenance staff; prepares time sheets and requisitions for supplies, materials, services and equipment; advises residents on the care of Authority-owned equipment and property; helps initiate safety and fire prevention programs; helps audit office files; trains staff, and performs other related work.

EDUCATION/EXPERIENCE: Completion of two years of college with emphasis on real estate, property management, or a related field. 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 eviction 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.

DESIRABLE QUALIFICATIONS: Knowledge of governmental regulations as they relate to various housing programs.

**Housing Authority of the County of Tulare
Assistant Area Manager (Continued)**

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator, business phone and fax machine, copy machine, two-way radio 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: A valid California driver's license.