

# Housing Authority of the County of Tulare

## Job Description

**Job title:** ASSISTANT AREA MANAGER

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

**Department:** ALL AREA OFFICES

**Reports to:** AREA MANAGER III/DEPUTY EXECUTIVE DIRECTOR

☒ **Full-time**  
☐ **Part-time**

☒ **Exempt**  
☐ **Nonexempt**

### **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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in supervising office staff.
- Maintains satisfactory tenant management relations.
- Assist in preparation and submits required reports.
- Maintains required records of, and conducts, annual property inventory.
- Advises and makes recommendations to his/her superior concerning matters involving office procedures.
- Helps in the execution of leases.
- Inspects units. Performs home visits.
- Assists in the interviews for new staff.
- Initiates legal action against residents.
- Performs tenant screening. Advises and assists residents concerning occupancy.
- Explains Housing Authority functions and operational policies to residents and the general public.
- Assist with the supervision of maintenance staff.
- Prepares time sheets and requisitions for supplies, materials, services and equipment.
- Advises residents on the care of Housing Authority owned equipment and property.
- Initiates safety and fire prevention programs.
- Audits office files as needed.
- Trains staff in processes and procedures. Follows through to ensure training is successful.
- May be required to fill in for other area offices when an Area Manager is on a leave of absence.

**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 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.
- Computer literate in MS Office software.

**DESIRABLE QUALIFICATIONS:**

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

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

**LICENSES/CERTIFICATES:**

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

**Adopted: 2/2024**