

HOUSING MANAGER

CODES/PAY RANGE

Class Code: 5511

EEO Code: B

FLSA: E

Pay Range: F

MAJOR FUNCTION

Highly responsible administrative work implementing, coordinating, monitoring and establishing goals and objectives for all Community Assistance Housing Programs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Plans, directs, supervises and coordinates all aspects of the County's various housing programs, i.e. Section 8, Rehabilitation, Weatherization, SHIP, etc. Provides guidance to staff in the development of performance and monitoring standards for housing programs.

Coordinates housing activities and maintains effective channels of communications with cooperating cities participating in the County's CDBG program. Develops controls for monitoring program results and financial accounting for all housing programs. Coordinates with various city and county agencies to accomplish the overall objectives of all housing programs. Works with Planning Manager and Citizen Advisory groups countywide to identify area housing needs

Establishes policies and procedures for resolving client complaints.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and state housing programs and regulations. Knowledge of the workings of various housing development programs. Knowledge of group dynamics to develop countywide programs and plans that benefit low/moderate income families. Knowledge of fiscal management and budgetary control.

Ability to plan and direct the development of a comprehensive housing program. Ability to work with community organizations. Ability to establish and maintain effective working relationships with employees, citizens, State and Federal officials. Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Political Science, Planning or related field, and four (4) years supervisory experience, preferably in managing a federal or state housing redevelopment program.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical journals, abstracts, financial reports and legal documents. Ability to write manuals, critiques, reports, summaries, financial reports, etc. Ability to speak publicly; conversant in theory and principles of discipline; persuasive speaking and debate. Ability to perform advanced mathematical functions.

Physical Demands: Sedentary work. Ability to talk; finger dexterity. Occasional requirement to climb, crawl.

Environmental Demands: Inside work.

Revised 12/06
Revised 10/97
Replaces 10/94