

**POSITION TITLE:** Housing Manager

**DEPARTMENT:** Management

**STATUS:** Exempt

**SALARY:** \$50,000 - \$60,000 per year

**POSITION SUMMARY:**

Manages apartments serving residents of the WHA and supervises office staff responsible for apartment leasing, rent calculation and collection, and enforcement of rules and regulations for resident satisfaction.

**ESSENTIAL FUNCTIONS:**

1. Interviews and shows apartments to prospective and new tenants;
2. Collects rents and other tenant charges, and distributes tokens;
3. Ensures that bank deposits are prepared and deposited, service charges and legal fees and collected and accounted for, and that the appropriate accounting and fiscal records are maintained both on monies collected and on properties;
4. Ensures that eviction notices are properly prepared and served, and attends court hearings;
5. Monitors tenant re-verification, and reviews all continued occupancy forms to ensure that they are filled out completely and with accuracy;
6. Makes periodic visits to and inspections of apartments, to make certain that proper housekeeping practices are observed and followed;
7. Inspects vacated apartments, and ensures that proper maintenance is performed to permit re-use;
8. Supervises and monitors the activities of subordinate employees; trains, disciplines, and evaluates their performance;
9. Prepares budgetary requests for annual budget, including gathering and compiling cost estimates and charges to support budget documents;
10. Attends meetings of several associations and groups for the purpose of discussing problems and exchanging information on housing and the needs of tenants;
11. Schedules pest control activities, and monitors rubbish pick-up performance to ensure sanitary conditions are maintained properly;
12. Computes and approves rent adjustments, conferring with residents on any differences encountered in the rent calculations;
13. Prepares a variety of weekly, monthly, and annual reports, and transmits same to superior(s).

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Four (4) year college degree and 5 years experience in a public or private Housing Management department;
2. Knowledge of laws and regulations governing state and federal housing programs, particularly those relating to leases and landlord-tenant relations;
3. Ability to interpret and explain the regulations to others;
4. Ability to respond professionally and courteously to clients and staff;
5. Ability to read, write, speak and understand English well; ability to read, write, speak and understand Spanish preferred;
6. Knowledge of general management principles and practices;
7. Basic knowledge of accepted financial management practices;
8. Ability to negotiate and mediate disputes;
9. Good interpersonal and supervisory skills;
10. Ability to be relied upon to be available for work.