

POSITION DESCRIPTION

Position Title: **Housing Manager – Planters II**

Department: City Manager's Office

Division: Housing

Retirement: KPERS

FLSA: Exempt

Effective Date: March 15, 2023

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in administering the day-to-day operation and maintenance of Planter's II, the City's 105 unit elderly apartment high-rise building. This position involves intensive public relations work in an elderly high-rise, residential facility. Administers \$450,000 annual budget.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Planning and Community Development.

SUPERVISION EXERCISED

Exercises direct supervision over the Housing Custodian, Maintenance Mechanic and temporary/stipend staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Establish and administer the Planter's II program.
- Interpret and implement federal regulations which govern the operation of the program.
- Participate in the development of administrative operating policies. Direct and train staff regarding regulations, laws and policies which are applicable to their area of responsibility.
- Prepare and present policy reports related to Planters II to the Municipal Housing Authority.
- Establish and maintain appropriate applicant waiting lists and assure compliance with regulatory requirements. Develop and implement aggressive marketing plan to include special outreach efforts to individuals least likely to apply.
- Assess and certify eligibility of applicants in accordance with federal preference and eligibility criteria.
- Establish and sustain 100% occupancy to assure receipt of maximum operating revenue.
- Develop various forms/documents for use in housing program.
- Inspect interior/exterior building facilities and grounds. Prepare and assure compliance with building maintenance schedules.
- Assist federal monitors and auditors in review of the housing program and respond to any findings and need for action.
- Examine program files to assure contents include all required verification forms, leases, contracts, and other miscellaneous documents. Assure income and rent calculations are accurate.
- Assure that leased units are reinspected and participating households are recertified on an annual basis, and as otherwise necessary, so adjustments to rental obligations are made accordingly.
- Investigate reports of program abuse and impose penalties when appropriate.

- Schedule informal reviews for applicants/hearings for participating households when requested due to disagreement with staff decisions which affect certain aspects of participation in the program. Summarize the outcome of reviews/hearings. Notify affected parties of hearing officer's decision. Provide for appeals of informal hearing decision to Department Director.
- Prepare all requisitions for purchases in accordance with City of Leavenworth Finance procedures.
- Participate in the review, development, and control of the annual budget, coordinate the process with the fee accountant, the City finance office and HUD. Prepare and monitor budget and financial reports. Identify problem areas, confer with Director and finance officer, and initiate effective solutions to problems. Manage accounts payable and receivable to guarantee accurate disbursements and/or receipt of payments. Requisitions payments for disbursement of funds by the City's finance department. Verify and deposit collection of all receipts. Oversee the purchase of services, equipment, and supplies necessary for the daily operation of the program. Confer with the Director in the development of bid specifications for purchases over \$5,000. Reconcile monthly reports.
- Review fixed asset inventory and reconcile on an annual basis.
- Responsible for training, motivating and evaluating personnel; develops, administers and/or coordinates staff training and work duties; work with employees to correct deficiencies; implement discipline and recommend terminations as appropriate.
- Assist in the resolution of inter-office problems and procedures and develop effective solutions.
- Extensive public relations on behalf of the housing authority including appearances before public groups, government representatives, and officials within the housing industry.
- Establish an effective liaison with individuals/vendors/contractors with whom business is conducted.
- Serve as systems analyst and administrator of public housing databases by performing back-up/restoration of databases; file maintenance; data base redesign; report generation; troubleshooting; and needs assessment for additional software/hardware.
- Plan and establish short and long range goals and capital improvement program for housing.
- Confer with the Director in the analysis of and participation in new housing programs.
- Compile information for and assist in the development of the Comprehensive Housing Affordability Strategy and the Housing Quality and Work Responsibility five-year and annual plans.
- Prepare agenda and coordinate Tenant Association activities.
- Prepare and implement annual application for the Public Housing Drug Elimination program.

PERIPHERAL DUTIES

- Attend various seminars/workshops to stay abreast of new programs and trends in the housing industry to assure housing needs/goals are met.
- Assist with day-to-day operation of the Section 8 program as directed by the Director.
- May serve as a member of various employee committees as appointed or directed.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Combination of education and experience equivalent to seven years in a housing office setting. High school diploma plus seven years' experience; or associates degree plus five years' experience; or bachelors degree plus three years' experience; or masters degree plus one year of experience.

- (B) Public housing manager's certificate or the ability to obtain within six months of hire.
- (C) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Personal computers and associated word processing, spreadsheets and database software.
- Federal regulations regarding public housing programs; Familiarity with Section 8, Low Income Housing Tax Credit, Section 108, and other related supportive housing issues.
- Budget process, employee supervision, and training processes.
- Business English, spelling and business math.
- General record keeping.
- Considerable knowledge of accounting, marketing and general business practices and procedures.

Skills:

- Public relations and public speaking.
- Planning work schedules for subordinates and monitoring progress.
- Composing/Preparing memos, reports and correspondence.
- Effective verbal and written communication skills.
- Skill in operating the listed tools and equipment.

Ability to:

- Read, comprehend, and accurately interpret federal and local program regulations and policies.
- Establish and maintain professional, effective working relationships with the general public, vendors, contractors, elderly, lower income persons, persons with disabilities, case workers, representatives of other agencies, and other City personnel.
- Successfully resolve questions and conflicts between staff members, landlords, tenants and the general public. Comprehend, interpret and restate the provisions of the Kansas Landlord Tenant Act.
- Function effectively with minimal instruction; Follow oral and written instructions.
- Effectively present information verbally, and in writing, to individuals or groups; perform mathematical computations accurately. Read, write and speak English distinctly and clearly. Effectively utilize various media outlets for public relations.

DESIRABLE QUALIFICATIONS

- (A) Master's degree in Business or Public Administration or closely related fields.
- (B) Actual experience working in a *public or tenant based Section 8* housing office at the local, regional, state or national level. Actual experience working with contracts with the US Department of Housing and Urban Development, the Kansas Department of Commerce and Housing, or a similar office responsible for contract compliance.
- (C) Knowledge of Tenmaster, Nan McKay, Lindsey or other software systems relative to public housing project administration.

TOOLS AND EQUIPMENT

Personal computer, including word processing, spreadsheet and data base software; printer; 10-key calculator; copy machine; fax machine; scanner; multi-line telephone system; mobile or portable radio; first aid equipment; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 35 pounds and periodically lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date