

**PROPERTY MANAGEMENT ASSISTANT DIRECTOR**

**DEFINITION/PURPOSE:** Assist in the direction of the activities in the Property Management Department. Under the direction of the Property Management Director, coordinate, plan and implement the property management of low income public housing, Section 8 voucher issuance, leasing and inspection, construction, general maintenance and repair of the Authority offices, owned and managed properties. Monitor new construction, repair, and maintenance contracts for compliance with program regulations.

**DISTINGUISHING CHARACTERISTICS:** This management classification is responsible to the Property Management Director or Deputy Executive Director for planning, organizing, directing, and supervising of the management of low income public housing properties; voucher issuance, leasing and inspections of the Section 8 and other rental assistance programs; maintenance, repair and renovation of Authority properties; and the monitoring of new construction.

**SUPERVISION RECEIVED AND EXERCISED:** Under direct supervision and administrative direction of the Property Management Director or Deputy Executive Director, or his/her designee. Provides direct supervision and general direction to the Maintenance Coordinator, Housing Inspectors, and Housing Resources Specialist, voucher issuance and leasing staff and clerical employees. In addition, direct and general supervision is provided to the remaining employees of the department.

**ESSENTIAL JOB FUNCTIONS:** Duties may include, but are not limited to, the following:

- Assist in the management and operation of Low Income Public Housing of the Authority.
- Assess the maintenance and rehabilitation needs of Authority controlled properties.
- Conduct property visits, inspect vacated units, and follow up on completed maintenance work.
- Recommend modernization standards on LIPH units. Set priorities for spending capital funds. Conduct REAC inspections of LIPH units to determine what work to do.
- Assist with the Section 8 inspections process, and other Housing Quality Standards inspections. Inspect work in progress; ensure maintenance work is in compliance with specified quality standards.
- Prepare plans, specifications and costs estimates for renovations. Prepare bid documents in conformance with Authority policies and relevant laws and regulations; review and evaluate bids, and make recommendations for award.
- Train, assign, review and evaluate the work of maintenance staff.
- Remain on call to address after hours and weekend calls for emergency maintenance repairs.
- Perform state and federal prevailing wage compliance monitoring of contractors performing maintenance, repair and construction work. Interact with compliance agencies as assigned.
- Assist in the development of new construction; work with local city and county agencies responsible for zoning, permitting and building review.
- Prepare bid documents and initiate advertising of maintenance and renovation projects. Advise the Property Management Director or Deputy Executive Director on selection of various contractors for services necessary to implement development, renovation, and maintenance programs.
- Oversee renovation and maintenance contracts and progress to ensure accurate, timely, cost efficient and cost effective work.
- Provide general direction of maintenance activities at various housing projects and Authority offices. Responsible for the inventory of maintenance supplies and equipment.
- Monitor performance and compliance of contracted maintenance and repair activities in accordance with Authority standards; ensure contract compliance with regulations pertaining to prevailing wage, bonding, insurance and affirmative action requirements.
- Monitor existing contracts and services for cost effectiveness; prepare cost comparison and service comparison reports; recommend necessary changes.

- Oversee maintenance of records of housing unit condition and document future maintenance needs; create and maintain reports.
- Assist in supervision and the dissemination of information to tenants regarding maintenance policies; determine tenant fees where applicable.
- Assist in the purchase and selection of equipment and supplies; provide inventory control.
- Assure that the Authority meets State requirements and compliance standards with regard to water testing, sewage treatment/handling, licensing, safety, etc., in those areas of assigned jurisdiction.
- Establish, revise and implement building and equipment maintenance schedules.
- Develop lists of contractors (general renovation and maintenance) to provide various services meeting Authority needs.
- Assist in the development of marketing plans for outreach to tenants and landlords for the Section 8 program.
- Conduct outreach to landlords, property managers, developers, and other stakeholders to promote Section 8 voucher program.
- Assist the Intake Department in meeting lease up goals; handle difficult clients and landlords.
- Work with Intake Supervisor and Property Management director in meeting the Agency goals and objectives.
- Assist in the supervision of employees in the Property Management Department under the guidance of the Department Head.
- Assist Property Management Director in overseeing the Inspection Department for both Section 8 and LIPH units; conduct inspections as needed.
- Interpret and explain maintenance program rules to tenants and landlords.
- Ensure compliance with agency safety plan; recommend improvements to safety procedures and practices; ensure department staff receive ongoing safety training.
- Oversee the inventory, repair, maintenance and janitorial work for the Authority office, vehicles and heavy equipment.

**As an Assistant Department Head:**

- Approve time cards and leave requests upon direction of Property Management Director.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to departmental programs. Advise Property Management Director, in a timely manner, on necessary actions, problems or requirements.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on department and Authority programs. Suggest alternative courses of action, as applicable.
- Assist in the development and maintenance of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- May represent the Authority at public meetings and conferences; make reports and oral presentations to the Board of Commissioners and other bodies.
- Maintain adequate monitoring and reporting systems to ensure the accuracy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Assist in departmental employee training, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized.
- Participate in the selection of department employees. Delegate duties to subordinates.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge of: Pertinent Federal, State and local laws, rules and regulations regarding public housing programs for low income people; and pertinent Authority policies and procedures. Principles and practices of building maintenance, repair and construction. Principles of estimating, budgeting, consensus building, and human resource management. Personal computers, word processing and spreadsheet programs, and their use.

Ability to: Coordinate plans and schedule building construction, repair and maintenance activities. Negotiate contracts for building maintenance and repair work. Make accurate estimates of time and materials required for repair and maintenance work. Interpret and apply pertinent rules and regulations. Inspect housing units and recommend necessary repairs. Establish and maintain cooperative working relationships with those contacted in the course of the work. Work with time-critical materials and operate under pressure of multiple deadlines. Work cooperatively with department heads and other employees. Work independently with minimum guidelines in accomplishing department goals. Prepare complex reports and communicate effectively in written and oral English. Maintain confidentiality. Deal effectively with a variety of people. Supervise and train staff. Use personal computers and the required programs.

Licenses and Certificates - Possession of, or the ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment - Ability to access unimproved development sites and multistoried project locations. Have the manual dexterity to operate keyboard equipment. Work with time critical materials and operate under pressure of multiple deadlines. Deal with people under stressful conditions. Lift up to 50 lbs.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency authorized rate, in the performance of duties. When so required, must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Must complete an annual Statement of Economic Interest.
- Fluency in conversational Spanish is desirable.
- Be bondable.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - A minimum of five years of increasingly responsible building trades experience, preferably including inspection and contract administration responsibilities related to housing programs, social or community service organization, or in a similar environment within either the public or private sector. Two years of experience in a supervisory management capacity. Two years experience with government programs providing housing to low income people.

Education - A Bachelor's Degree from an accredited college or university with major course work in business or public administration, construction technology, real estate, planning, or related fields.

*The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*