HOUSING PROJECT MANAGER

GENERAL STATEMENT OF DUTIES: Has responsible charge of the administration of all phases of the operation of several housing projects under the jurisdiction of the local Housing Authority; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administative and executive position involving responsibility for the business management, operation and maintenance of several housing projects. Work is performed under the general direction of the Municipal Housing Authority and is subject to review by State and/or Federal Housing Authorities. Supervision is exercised over the work of all housing authority employees including administrative, office and maintenance personnel.

EXAMPLES OF WORK: (Illustrative only)

- Executes all orders and resolutions of the Housing Authority relating to the development, management and operation of projects;
- Advises and makes recommendations to the Housing Authority on all matters of policy affecting the housing projects;
- Recommends and advises the Housing Authority on capital improvements and extensions;
- Supervises the keeping of all fiscal records and accounts;
- Approves payrolls and purchase orders;
- Executes contracts for insurance materials, supplies and equipment;
- Prepares annual and special budget reports;
- Makes regular and special inspection tours of the project;
- Supervises all maintenance repairs and operational activities of the physical plant of the project or any properties under jurisdiction of the Authority;
- Conducts correspondence with reference to management, operation and maintenance;
- Supervises the distribution of plans and specifications and answers inquiries with respect to bids;
- Acts as Secretary to the Housing Authority if required;
- Acts as custodian of all Authority funds, signs orders and countersigns checks if required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Thorough knowledge of the ordinary practices and techniques associated with the operation and maintenance of large scale apartment dwellings and grounds; thorough knowledge of the basic principles of real estate management; good knowledge of account keeping methods and controls related to real estate management; good knowledge of ordinary operation and maintenance principles for large scale housing projects; ability to understand and put into effect the rules and regulations governing Federal and State aided housing projects; familiarity and sympathy with the basic philosophy underlying the operation of public housing; ability to plan and direct the work of others; ability to get along well with the public, good address; ingenuity in the solution of complex human relations problems; initiative; neat appearance; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of responsible experience in real estate or property management or in an administrative or management position in business, government or in a recognized profession and graduation from a recognized college or university; or six years of the above experience and graduation from high school; or any equivalent combination of experience and training.