

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Housing Administrator	CLASS. CODE: 0162
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Community Services Director	DATE: 7/1/2002

Job Summary:

Responsible for overall administration of the agency, including planning and establishing policies, and operating agency programs in compliance with local, State and Federal requirements. Ensures the Housing Authority is responsive to local housing needs and supervises management personnel.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans and implements organizational and program changes to respond to the needs of the division.
2. Prepares written reports identifying key issues for the Board of Commissioners meeting and Housing Advisory Committee. Responds to questions at meetings and follows up with written reports.
3. Prepares agency budget in collaboration with Financial Services Supervisor. Ensures fiscal solvency and meets management objectives.
4. Supervises management staff, interviews candidates and hires new employees as needed. Trains staff, prepares formal evaluations of employee performance, and handles disciplinary issues.
5. Develops work plans for employees and directs weekly staff meetings.
6. Reviews and evaluates existing housing program contracts, regulatory agreements and local, State and Federal housing program regulations. Develops plans and assigns staff to monitor and ensure compliance. Formulates and implements corrective action.
7. Communicates with the public, press and politicians and responds to questions and resolves complaints.
8. Reviews and authorizes purchases and payments for goods and services within guidelines. Reviews and authorizes payment of Housing Assistance Payments to landlords.
9. Handles complaints and grievances presented by employees, and ensures employees receive due process and fair treatment by management.
10. Evaluates concepts for housing development and housing service opportunities with the Housing Development Manager. Authorizes funding applications and execution of funding contracts and loans.

Important Job Functions

1. Evaluates State and Federal legislation drafts and provides commentary to Congressional representatives for Federal legislation.
2. Oversees the preparation of agenda materials twice a year for the Teton and Chemeketa Non-Profit Housing Corporations and presents reports.
3. Responsible for new hire orientations including SHA staff, Housing Advisory Committee members, Housing Authority Commissioners and City of Salem executive staff.
4. Attends meetings and conferences as required.
5. Performs other duties as required by Director, Department of Community Services.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Business Administration or a related field; and,

Seven (7) to ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Public Housing Manager Certification.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Local, State and Federal housing programs and regulations.
- Local, State and Federal governmental organizations.
- Real estate development techniques and financing.
- Basic residential construction and building systems.
- Residential real estate management, tenant-landlord laws and Fair Housing laws.
- Accounting processes, internal financial controls and budgeting principles.
- Basic contract laws, risk transfer techniques and insurance practices.
- State and Federal procurement laws, including wage and hour requirements.
- Salem's Collective Bargaining Contract and Personnel Policy.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise and manage staff.
- Use various computer software programs, including creating e-mails and spreadsheets.
- Speak and present effectively in front of large groups.
- Negotiate with a broad range of interest to resolve issues.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, neighborhood associates, advisory boards and committees, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak frequently.
- Stand occasionally for extended periods.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.