

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Assistant Housing Administrator	CLASS. CODE: 0148
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Housing Administrator	DATE: 7/1/2002

Job Summary:

Plans and coordinates the development of housing and other related services. Determines housing and service needs, plans, organizes and implements the construction and acquisition of housing, and determines social service needs for clients.

Essential Job Functions

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

1. Prepares funding and lending applications, creates development partnerships for funding and services, analyzes local rental markets, acquires site plans and background knowledge of new sites, develops rehabilitation plans for sites to be remodeled, prepares proposal budgets, develops project timelines, and completes proposals.
2. Researches and pursues financial options for housing development activities, including identifying funding sources, development partners, grant funding and loan options available for housing development.
3. Prepares and implements strategic plans for housing development including housing construction, housing rehabilitation, housing asset management, and housing vouchers to be utilized in the private market.
4. Directs programs providing capital improvements to Authority owned properties to maintain the facilities. Makes recommendations to the Housing Administrator and prioritizes the budget and marketability using available modernization funding for housing. Supervises technical staff, oversees long range planning and prepares the budget.
5. Acts as Authority asset manager for non-public housing units including overseeing the contracted management company. Prepares various audits and quarterly, semi-annual and annual reports to lenders, limited partners and housing agencies. Prepares budget, long range planning, manages and maintains properties, and completes rent increase requests.
6. Provides staff support for advisory committees and non-profit boards in the management of housing facilities. Prepares agendas and researches and prepares reports recommending action. Acts in capacity during absence of the Housing Administrator. Develops and presents capital improvement plans and financial options.
7. Assists with the acquisitions of housing sites or land including identifying sites, negotiating with property owners, and coordinating with real estate professionals.
8. Identifies and prepares funding proposals for emergency housing, service programs and private funding sources. Supervises the agency's Housing Grant Coordinator, indirectly supervises Resident Initiative personnel, and oversees Authority's satellite office.
9. Hires staff, evaluates employee performance, sets work standards and schedules, approves employee leave time, and disciplinary issues.
10. Oversees Authority's liaison program, supervises personnel assigned as the housing liaison to outside programs.

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11. Supervises staff, oversees Housing Authority operations, reviews and authorizes housing assistance contracts, and corresponds with the public, housing Authority Board, the media and other government officials in the absence of the Housing Administrator.
12. Performs tasks and special projects at the request of the Housing Administrator, including leading meetings, taking the lead role on special projects, and coordinating with other management team members.

Important Job Functions

1. Attends meetings as required.
2. Performs other duties as required by Housing Administrator.

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 architecture, real estate development, public administration or a related field; and,
Five (5) to Seven (7) 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 Certificate desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principals and practices of housing development and current financial techniques.
- Federal regulations and polices pertaining to the administration of Housing Authority operations.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Use a variety of software packages.
- Supervise and manage staff.
- 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, other agencies and the public.
- Perform accounting computations and procedures.

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- Use spreadsheets, database software, and desk top publishing and word processing software.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Travel and work at night.
- Lift up to 20 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.