



City of Phoenix HOUSING MANAGER

JOB CODE 08740

Effective Date: Rev. 09/09

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform responsible administrative work involved in the operation of an assisted and/or affordable housing program. Incumbents in this class plan, organize, supervise, and manage the work of administrative, professional, technical, maintenance, and clerical employees. Housing Managers work under the general supervision of a Deputy Housing Director.

ESSENTIAL FUNCTIONS:

- Plans, organizes and supervises the work of administrative, professional, technical, maintenance, and clerical employees involved in the day-to-day operations of an assisted and/or affordable housing program;
- Interprets and ensures conformance to federal, state, and local policies and laws;
- Makes presentations to City Council and various committees;
- Develops and administers the program budget;
- Provides leadership and direction in establishing program goals, objectives, and policies;
- Plans strategies and implements new housing programs;
- Acts as the liaison to the Law Department on legal issues affecting housing programs, and to HUD and other governmental agencies concerning the implementation and administration of the assisted and/or affordable housing programs;
- Investigates and resolves problems involved in the management and maintenance of public housing;
- Advises the Deputy Housing Director of the status and needs of the programs;
- Writes or directs the preparation of periodic reports;
- Develops recommendations for improvement of operations and implements such improvements within delegated authority;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Program development, monitoring, and evaluation techniques.
- Principles and practices of supervision.
- Principles and practices of public administration and public housing management.
- Community resources available to assist residents.
- Contract negotiation methods and legal procedure.
- Principles, methods, and practices of municipal budgeting.

Ability to:

- Perform a broad range of supervisory responsibility over others.
- Speak effectively and clearly in all situations, including individual communication, public speaking, and small groups.
- Enter and retrieve data or information using a personal computer or other keyboard device.
- Perform arithmetic calculations in report form using spreadsheet software.
- Comprehend and make inferences from written materials.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Work cooperatively with City employees, the City Council, committees, other government agencies, and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicle safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions require performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of responsible experience in the management of assisted and affordable housing programs, including at least two years of supervisory experience, and a bachelor's degree in business, public administration, the social sciences, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.



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