

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3860

TITLE: HOUSING MANAGER

GRADE: S-13

DEFINITION:

Under general supervision, assists in the management of daily operations of one or more public housing properties, including tenant services, property security, and property maintenance; or coordinates tenant-requested maintenance work for a variety of housing projects; and performs related work as required.

DISTINGUISHING CHARACTERISTICS IN THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Shows units/properties to applicants, performs home visitations on prospective residents, and confers with placement officers as to the selection and placement of applicants;
Completes required forms with residents and explains policies and procedures;
Maintains accurate data on residents and prepares reports as necessary;
Monitors lease compliance and contacts residents regarding delinquent rent;
Recommends lease termination/evictions and completes related paper work as necessary;
Testifies in court when necessary;
Conducts regular office hours, identifies and counsels residents on minor problems, referring residents for additional counseling when necessary;
Explains to residents, and/or makes arrangements for, available community resources (transportation, recreation, cultural activities);
Performs daily, weekly, and/or initial and move-out inspections of assigned properties;
Reports safety, maintenance, and security concerns to the appropriate agency;
May read utility meters as requested;
As coordinator for housing maintenance: prioritizes work requests, dispatches maintenance personnel to emergency situations, coordinates acquisition of parts and materials, performs maintenance tasks as required, and supervises maintenance programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the procedures, regulations, and policies relevant to public housing projects;
Ability to effectively manage one or more public housing properties or to coordinate maintenance of a variety of housing projects;
Ability to maintain files and prepare timely, accurate reports;
Ability to present understandable, accurate oral and written reports, regarding inspections, referrals, lease terminations, etc.;
Ability to establish and maintain effective working relationships with a variety of individuals, including residents, County and agency administrative staff, the Police Department, and private agencies.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to graduation from high school or possession of a G.E.D. issued by a state department of education; plus two years experience in housing management or a closely related field. For the coordinator of housing maintenance, the two years of experience must involve residential maintenance, including purchasing residential parts and materials.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License may be required to use own vehicle to drive to managed properties; must obtain certification by HUD as a "Housing Manager" within one year of appointment.

PREFERRED QUALIFICATIONS:

Preference in selection will be given to applicants who are residents in good standing of Fairfax County Redevelopment and Housing Authority (FCRHA) owned public housing properties.

REFORMATTED/REVISED: December 3, 2007

REVISED: January 13, 1992

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