

The Schenectady Municipal Housing Authority
Excellent Career Opportunity

Housing Project Manager

The Schenectady Municipal Housing Authority is seeking to hire a full-time (35- hours) Housing Project Manager. This position involves responsibility for the business management, operation and maintenance of housing projects as assigned. This includes the supervision of such functions as tenant relations, specific programs designed to meet the needs of tenants, and overall decision making within the policy guidelines established by the Housing Authority. The work is performed within the rules, regulations and guidelines established by the Federal Government and the U.S. Department of Housing and Urban Development, and applicable New York State laws. The work is performed under the general direction of the Director of Operations and is subject to review by the Federal Department of Housing and Urban Development. Supervision is exercised over the work of all subordinate employees.

Job duties include the following:

- Executes all orders and resolutions of the Housing Authority relating to the development, management and operation of a project.
- Reviews, interprets and applies all areas Federal and State laws, rules and regulations related to the management of low rent housing property.
- Advises and makes recommendations to the Housing Authority on all matters of policy affecting the housing project and needs of the project.
- Oversees all maintenance repairs and operational activities of the physical plant of the project and surrounding properties, ensures prompt, courteous and effective handling of maintenance work orders and monitors the preventive maintenance program.
- Oversees all security activities for the project.
- Prepares a variety of reports as required, including annual and special budget reports.
- Assures economy of operations and is familiar with the formal chart of accounts.
- Makes regular and special inspection tours of the project units, including annual inspections.
- Supervises the transfer of tenants from one apartment or property to another.
- Interviews tenants who are delinquent in rent payments or who have other serious problems or requests.
- Handles complaints and requests from tenants, landlords and staff of a serious or unusual nature, attends hearings.
- Supervises employees, delegates responsibility and assures completion of assigned tasks.
- May recommend approval or rejection of tenant applications.
- Prepares housing authority correspondence with reference to management, operation and maintenance of the project.
- Interprets and carries out Housing Authority policies for tenants and interested parties; refers questions of law to Housing Authority counsel.
- Attends Manager's meetings and conducts project staff meetings to explore the project's needs and develop plans for action.
- Reviews and verifies rent collections, eligibility of tenants and transfers, and annual re-certifications.
- May prepare deposit slips and seals cash for delivery to bank and if required, makes bank deposits.
- Meets with tenant groups to help evaluate service needs and develop mutually advantageous plans for improvement.
- Keep simple fiscal records such as petty cash account, and accounts of rent payments.
- Advises the Executive Director in laws, rules and regulations related to project management.
- Develops and recommends policy changes to the Executive Director as appropriate.
- Reviews and approves vendor invoices and payments.
- Performs inventory of fixed assets.
- Maintains accident/injury reports and property damage reports.

- Advertises and markets property to maintain sufficient numbers on the wait list and creates an effective marketing plan.
- Establishes and maintains good resident relations and communication.
- Does related work as required.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one (1) year of experience in property management or fiscal management in the public or private sector; OR

B. Graduation from a regionally accredited or New York State registered college with an associate's degree and three (3) years of experience as defined in (A) above; OR

C. Graduation from high school or possession of a high school equivalency diploma and (5) years of experience as defined in (A) above; OR

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Compensation and Benefits: The starting salary is \$68,480.13 per year. Full benefit package including health insurance, paid leave, and participation in the New York State and Local Retirement System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of Director of Human Resources & Safety
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, December 20, 2024

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer