

**Home Sweet Home Community Redevelopment
Corporation**

Project Housing Manager III

Department: Housing Department

Reports To: Executive Director & Board
of Director

FLSA Status: Non-exempt

States: Texas Areas: Houston-Harris, Port
Arthur, Livingston, Montgomery Lufkin,

Louisiana Areas: Coushatta, Minden,
Lake Charles Shreveport, Lecompte

Ohio Areas: Dayton, Cleveland

Prepared By: Executive Director

Prepared Date: May 5 2017

Salary: \$45,000 - \$65,000 year

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Project Manager is responsible for the managing of housing programs, services and properties within the community of Texas, Louisiana, Ohio under the terms and conditions of the Management Agreement between the Home Sweet Home Community Redevelopment Corp our funders.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Project Manager reports to the Executive Director & Board of Directors and has a functional reporting relationship with the True Affordable Housing Program. The Project Manager is responsible for the provision of all public social and staff housing programs and services within the community. The Housing Manager is responsible for ensuring the maintenance and upkeep of all public social housing properties staff within the community. The Project Housing Manager is also responsible for meeting the reasonable needs of tenants and ensuring that tenants comply with Home Sweet Home CRC, HUD Guidelines and local housing policies and procedures.

Housing is recognized as a critical need in all of our Territories. In many communities a large proportion of the available housing is through public social housing programs. The work of the Project Housing Manager directly impacts on the quality of life for tenants in public social housing as well as those who have applied for public housing. The Project Housing Manager also has a dramatic impact on the health of the community as a whole and on community development initiatives, particularly for those businesses and organizations that provide services to the Low to moderate income families.

The Project Manager must work within the terms and conditions established in the Management Agreement between the Home Sweet Home Community Redevelopment and it's funders. He/she must also comply with all relevant legislation in general and the Residential Tenancy Act in particular.

The Manager is responsible for True Affordable Housing units and an annual budget of True Affordable Housing Program. He/she is responsible for managing a staff of True Affordable Housing and directly supervises the following positions:

- Assistant Housing Manager
- Housing Maintenance Foreman
- Tenant Relations Officer
- Construction/General Contractors Group

The Project Manager is also responsible for fulfilling the duties of the Tenants Relations Officer and Assistant Housing Manager (please see respective position descriptions.)

Due to the overall importance of public social housing to the health and wellness of the community, failure to successfully complete all tasks could have a dramatic effect on tenants and community residents alike. Failure to effectively manage programs and properties could also Lead to financial hardship for the True Affordable Housing Program, difficult and/or unhealthy living conditions for tenants and a general lack of credibility and political embarrassment for the True Affordable Housing and it's funders.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Manage and administer all social public housing programs, services and properties in order to ensure they are delivered and maintained in an effective and efficient manner:

Main Activities

Administer the Housing Management Agreement between the Home Sweet Home CRC and it's funders.

Element and administer policies and procedures

Manage properties and programs

Build relationships and liaise with other organizations

Consult and negotiate with the Board of Directors, State and Local governmental programs

Represent the True Affordable Housing at local, regional, territorial and national meetings

Manage and supervise contracts and contractors

Respond to and manage crisis and/or emergency situations

Access other funding opportunities and prepare proposals for funding

Prepare and implement strategic and operational plans

Manage office procedures, ensure that filing systems are maintained and comply with the Access to Information Act

2. Manage and administer all financial responsibilities and obligations in order to ensure that the Home Sweet Home CRC is operating within established financial legislation, terms and conditions:

Main Activities

Provide required financial information to the True Affordable Housing concerning formula funding arrangements

Prepare and submit budgets for Board approval

Manage and administer accounts and reserve funds

Assist with budget for the True Affordable Housing Program.

Assist with hiring staff for positions available in the area.

3. Manage the ongoing maintenance of public social and staff housing units in order to ensure that all housing is safe and maintained within established codes and standards

Main Activities

Assess and prioritize work in conjunction with the Housing Maintenance Foreman

Supervise the maintenance management program

Review and analyze maintenance reports and unit condition ratings

Maintain internal controls and standards concerning maintenance and repairs

Identify operational requirements and ensure required measures are taken

Implement the modernization and improvement program

4. Manage Staff within the True Affordable Housing Program to ensure that all staff are capable of completing assigned tasks and that morale within the True Affordable Housing is maintained:

Main Activities

- Establish staff procedures
- Review and develop job descriptions
- Recruit and orient new staff
- Coach and counsel employees
- Conduct employee evaluations
- Assess training needs and facilitate training opportunities
- Implement corrective action when necessary

5. Provide support and advice to the Home Sweet Home CRC Board of Directors in order to ensure Board Members are aware of operations and able to make informed decisions
Make recommendations and draft policies and motions
6. Manage tenant relations in order to ensure that tenants needs are reasonably met and that tenants comply with the terms and conditions of their lease

Main Activities

- Liaise with tenants regarding issues and concerns
- Consult with and provide guidance to the Tenant Relations Officer
- Respond to tenants needs
- Enforce tenant policies such as the tenant damage policy
- Counsel tenants and applicants
- Identify community needs and priorities

- ✓ team leadership and management skills
- ✓ financial management skills
- ✓ supervisory and human resource management skills
- ✓ contract management skills
- ✓ strategic planning skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports, policies and motions
- ✓ effective verbal and listening communications skills
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Housing Manager. The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's sense and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The incumbent spends most of his/her day within the office. The incumbent spends a considerable amount of time traveling which can lead to physical fatigue.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent spends most of his/her day within the office, however, he/she must also regularly meet with others outside of the office and is therefore often faced with harsh weather conditions.

Sensory Demands

(The nature of demands on the incumbent's senses)

The incumbent must spend a great deal of time in intense concentration.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The incumbent is regularly faced with stress due to the importance of housing within the community and the demand for housing by residents. The incumbent must regularly deal with personal situations involving tenants, which include both crisis and emergency situations. These situations significantly increase the stress level of this position. Stress is also caused by the need to direct the activities of others and the requirement to regularly deal with contractors who provide the Home Sweet Home Community Redevelopment Corporation with services. Stress is also caused by the need to meet considerable and tight deadlines.

other Job Requirements:

Minimum of 5 years of previous employment in the superintendent/supervisor position for new home and residential remodeling construction

Possess a self-motivated, "can do" attitude and willingness to be a team player

Ability to interact successfully with both vendors, contractors and sub-contractors

Have a professional demeanor and the ability to defuse difficult situations in a calm manner

Benefits:

2 weeks paid vacation, 10 paid holidays

Health Insurance optional

Use of company vehicle while working

new home/residential remodeling superintendent/supervisor: 5 years or more

Required education:

Bachelor's Construction, Business Management or Equivalent Experience

Some have some Residential Building and Rehab Experience more than 10years.

Familiarity with Agtek, AutoCAD Civil 3D, Microsoft Office, HCSS HeavyBid & HeavyJob are a plus. Training will be provided if necessary. Knowledge of surveying and GPS equipment is also plus.

A two or four year degree in Civil Engineering or Construction Management is preferred. Prior industry experience will also be considered. Veterans and new college graduates are encouraged to apply. Background check and drug testing is required. Some travel may be required.

Job Type: Full-time

Required experience:

Project Management: 1 year

Construction: 1 year

Estimating: 1 year

We would like to thank you for applying for this position. This position will start sometime between July or August 2017.

Please send your resumes to
homesweethome1910@comcast.net (subject line:
Project Housing Manager)

Benefits:

401K

Life Insurance

Health Insurance

Gas (local)

Travel 45%

Room for growth.

Equal Opportunity Employer – M/F/D/V

For Application Visit our Website:

www.homesweethomecommunity.org

***NOTE: Completed agency application must
accompany resume for consideration.

Filing Deadline: Until position is filled.



