

## **GENESEE COUNTY**

### **HOUSING PROJECT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position, involving responsibility for providing a full range of administrative and supervisory support activities for a local Housing Authority. An employee in this position must be capable of performing effectively in all areas of the Authority's responsibilities, working under general direction, with wide discretionary latitude for the exercise of independent judgment.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Insures the observance of all regulations relating to the development, management, and operation of a housing project;

Makes recommendations to the Authority, on matters of policy administration;

Supervises the keeping of all records and accounts;

Supervises all project personnel, and develops and implements procedures pertaining thereto;

Supervises the management of the tenant population, relative to all such phases as admissions, interpersonal relationships, rental collection, transfers, etc.;

Directs budget preparation and other fiscal-management activities;

Has responsibility for the development of contracts for purchases of goods and services, and insuring purveyor compliance therewith;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the provisions of the New York State Public Housing Law; thorough knowledge of business administration principles and practices; thorough knowledge of budgetary and fiscal administration; thorough knowledge of business or institutional purchasing practices; good knowledge of accounting principles and procedures; ability to plan and direct the work of others; ability to effectuate harmonious interpersonal relationships; initiative; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**    **EITHER:**

A.     Possession of a bachelor's degree from a regionally accredited college or university, with a major or minor in Business Administration or Public Administration, or comparable course;

**OR:**

B.     Two years of study in a regionally accredited college or university, in a curriculum leading to a degree as in (A) above, PLUS five years of full-time, paid experience in a responsible administrative or supervisory capacity in a governmental agency or commercial enterprise with more than twenty-five employees, in a position providing experience in purchasing, budget management, and personnel functions.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
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