



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT  
PVA #09-14**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

**Posted: 05/08/2014**

**Deadline: 05/22/2014**

***PROPERTY MANAGER  
HOUSING***

**Salary: \$ 38,072.07 per year  
Status: Full-Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs difficult professional work managing public housing communities in a manner that complies with all applicable federal, state and local laws, regulations and policies. Work is performed under the regular supervision of the Director of Housing Operations. Supervision is exercised over clerical, semi-skilled and technical employees.

**TYPICAL TASKS:** (Examples Only)

Responsible for ensuring the community(s) are maintained and operating efficiently; ensuring at least "standard" performance under HUD's assessment system indicators.

Coordinates with occupancy staff to ensure prompt leasing of ready units.

Shows and leases apartments to new residents, explaining pertinent rules, regulations and policies. Ensures residents comply with lease and takes appropriate action when terms of lease are violated.

Monitors and coordinates maintenance activities to assure clean, safe, and maintained residential units; coordinates inspections to assure completion of unit for occupancy; coordinates all move-ins, move-outs, and transfers.

Schedules and inspects units prior to new tenant move-in to ensure the unit is ready, conducts interim

inspections as needed, ensures compliance with HUD and UPCS standards.

Inspects property and grounds for lease violations, maintenance requirements, safety hazards, illegal/abandoned vehicles and follows appropriate policy to correct problems by monitoring work orders, work plans or other appropriate action.

Monitors the annual operating budgets and participates in the capital fund planning for the community; reviews request for resources; assess staff assignments and resources; submits budget recommendations; implements and monitors final budget to ensure budget compliance.

Procures services and products for communities utilizing procurement procedures and policies; monitors contractor services; administers and assures satisfactory completion of contracts; and assures proper paperwork is submitted for payment of service.

Takes an active role in managing the property as an asset; tracks expenditures, revenue and makes adjustments to maintain the overall viability of the property.

Computes, collects and posts rents; ensures timely rental payments by monitoring rent collection and taking corrective action as needed. Represents NNRHA in tenant court matters.

Maintains a professional, customer service oriented environment.

Monitors staff to ensure effective housing operations: performs all supervisory activities, including but not limited to training, assigning and coordinating work; addressing employee problems; conducting performance evaluations.

Investigates complaints and develops solutions.

Prepares and reviews correspondence such as letters, reports, and warrants.

Maintains paper and electronic files; updates and enters data.

Establishes and maintains resident and administrative files: performs quality assurance and control check on resident files, including move-ins, move-outs, recertification's, interims; maintenance emergency and non-emergency work orders.

Responsible for the maintenance and upkeep of NNRHA vehicles and equipment on the property.

Controls material/supply/equipment inventory and submits capital asset list annually.

Schedules and conducts annual resident reexaminations and completes interim changes between annual reexaminations.

Counsels and assists residents on property, leasing, maintenance and other issues as appropriate: discusses and resolves problems with residents; makes referrals to Community Resources and outside agencies.

Schedules and conducts housekeeping visits to apartments as necessary.

Posts move-ins, vacates and transfers.

Attends Resident Council meetings as requested.

Maintains good relations with employees, law enforcement representatives, residents and other community partners.

Coordinates and schedules activities and use of facilities, keeping records and making reports of such activities.

Provides residents with information as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of real estate practices as they relate to the Virginia Landlord and Tenant Act and the Virginia Fair Housing Laws, the principles and practices of housing management and federal guidelines governing assisted housing;

Some knowledge of business administration principles and practices;

Some knowledge of social and community services program;

Some knowledge of automated information systems;

Ability to plan and supervise work of others;  
Ability to operate data processing equipment;  
Ability to establish and maintain effective working relationships with associates and residents.

**EDUCATION AND EXPERIENCE:** (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.) Any combination of education and experience equivalent to an Associate's Degree from an accredited college or university with major course work in sociology, business administration, real estate or related field and a minimum of five years' experience in housing management, to include supervisory experience.

**WORKING CONDITIONS:**

Physical Activity

Occasional exertion of up to 10 pounds of force and/or frequent or constant exertion of a negligible amount of force to lift, carry, push, pull or otherwise move objects.

Frequent sitting, walking, and climbing stairs.

Frequent access of all units, common areas, and grounds for the purpose of inspection.

Frequent handling of paperwork and computer equipment.

Occasional reaching overhead/extension.

Frequent use of hands and fingers to handle or operate office equipment.

Sensory Requirements

Employee must be able to talk, hear and see.

**Environmental Conditions**

Employee is subject to both inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and the ability to maintain insurability under the vehicle insurance policy of the Authority is required.