

SUMMIT HOUSING AUTHORITY
ASSISTANT DIRECTOR/PROPERTY MANAGER
JOB POSTING

POSITION SUMMARY STATEMENT

Under the supervision of the Executive Director, the Assistant Director/Property Manager is responsible for the overall occupancy, administration, procurement, and ongoing maintenance of all SHA owned units. Supervisory duties are the direct supervision of the maintenance staff, and the support and monitoring of the office staff positions. This position also supports the Executive Director in preparing the annual budget and planning for capital projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

RAD Project Management

- Direct the management and operation of all current SHA properties in accordance with HUD standards and collaborate as instructed by the E.D. in the planning and advancement of future developments.
- Available and responsive alongside the E.D. to manage all emergencies promptly
- Conduct regular and thorough walk-throughs of sites to ensure compliance with established standards, identify potential issues, and verify adherence to all operational and safety protocols
- Select applicants from the wait list, certify applicant eligibility, & lease up tenant families for 195 RAD units & 2 PHA owned units
- Perform all move in and move out procedures
- Monitor turnaround time to ensure maximum occupancy & minimum loss of rental income
- Conduct health, safety and housekeeping inspections as necessary
- Other duties as assigned

Capital Improvements & Procurement

- Oversee agency procurement policies & practices in accordance with NJ local public contracts law
- Monitor physical needs of three sites and conduct annual inspections with independent entity inspector
- With Executive Director, identify, plan & coordinate implementation of capital maintenance items and modernization projects
- Manage communication with professionals (architects, engineers) and contracted entities for bids and execution of capital improvements
- Procure services for maintenance needs that cannot be performed in house
- Oversee and review staff's ordering of inventory materials & supplies

- Oversee record maintenance for repairs, replacement and upgrades to units and sites
- Handle grant solicitation and management
- Other duties as assigned

Personnel

- Supervise office staff
- Supervise maintenance staff in all phases of maintenance operations
- Assist the E.D. in preparing annual staff performance evaluations, goals, and objectives
- Coordinate staff training sessions
- Act as liaison to Risk Management Specialist & oversees, coordinates & documents all elective & mandatory safety & liability training for SHA staff
- Other duties as assigned

General

- Attend meetings, workshops, conferences, and seminars to stay informed on new housing programs
- Investigate new opportunities to advance the agency's mission and to improve efficiency & effectiveness of agency operations
- Attend monthly Board meetings and support the Executive Director in Board interactions
- Attend monthly tenant meetings and assist in planning the meeting agendas
- Assist Executive Director & Board of Commissioners in meeting goals as set forth in the Board Strategic Plan
- Provide support for other housing authority operations as requested

SKILLS & ABILITY

- Strong leadership skills with the ability to direct and engage staff effectively
- Advanced proficiency with Outlook, Word, Excel, Microsoft OneDrive, and file sharing
- Advanced proficiency and/or ability to quickly learn PHA specific computer software programs
- Excellent written and oral communication skills.
- Strong organizational and administrative skills
- Knowledge of general accounting and solid math skills
- Understanding and adherence to RAD PBV program methods, procedures and techniques
- Ability to concentrate on multiple tasks with keen attention to detail
- Ability to document, track & complete multiple ongoing programmatic steps
- Strong time management skills to ensure timely completion of all tasks
- Ability to analyze, review, understand & explain documentation & information relevant to the program (tenant lease, HAP contract, HUD regulations, etc.)
- Ability to be adaptive & flexible in changing technological work world

- Excellent inter-office communication skills, including responding promptly to emails & participating productively in staff meetings
- Excellent customer service and interpersonal skills, with sensitivity to diversity, equity, and inclusion
- Sincere affinity to the agency's mission

REQUIRED EXPERIENCE

- 4-year college degree in Public Administration, Management or related fields
- Minimum 5 years of experience in advanced administrative role
- Minimum 3 years of supervisory experience
- Valid driver's license and automobile

Compensation and Benefits:

Salary Commensurate with experience

Benefits: Dental insurance • Employee assistance program • Life insurance • Paid time off • Retirement plan • Health insurance (including vision exams and limited eyewear reimbursement)

To Apply:

Qualified applicants should email their cover letter and resume to Jacqueline Gray, Executive Director, at jgray@summitnjha.org . The application period closes on September 20, 2024.

The SHA is a workplace dedicated to supporting individuals and families of all types and to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.