

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: AREA MANAGER	
MINIMUM SALARY: \$NEGOTIABLE	
DEPARTMENT: Public Housing	SECTION: Property Management
HOURS OF WORK: Mon-Fri - 8:00 a.m.– 4:40 p.m.	BARGAINING UNIT: EXEMPT
POSTING DATE: July 18, 2011	APPLICATION DEADLINE: July 25, 2011

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, OH 45202

SCOPE: This position reports to the Director of Public Housing and is responsible for overseeing on-site eviction procedures, settlement conferences, grievance hearings, filing of court cases, maintaining results of court actions, set-out procedures and tenant accounts receivables.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Within designated area, candidate is responsible for planning, organizing, and coordinating all phases of housing management and maintenance related CMHA programs including, but not limited to, training assignment, supervision and evaluation of staff within assigned area of CMHA housing facilities.
- Conduct on-site community audits to ensure that all on-site management records, etc. are in order.
- Manage a property portfolio consisting of elderly, family and/or scattered site housing. Implement controls to ensure timely collection of rent and consistent enforcement of the lease among all tenants. Make daily rounds on the property, including individual house calls to reinforce lease compliance.
- Responsible for directing and coordinating the on-site eviction process with CMHA's Legal Counsel; coordinates, reviews, prepares legal documents for nonpayment of rent and other lease violations. Submits legal documents, delinquent account documents to attorney.
- Responsible for conducting on-site management audits of resident files and management/maintenance to ensure that all are systematically the same.
- Act as a liaison between CMHA's Legal Counsel, Property Managers, and residents concerning court cases, grievance hearings, transfers, and vacated residents with outstanding balances.
- Ensure that all housing policies and procedures required by HUD and CMHA are disseminated, understood, and implemented.
- Work directly with individual residents, resident organizations, social services staff, etc. to investigate and resolve resident complaints, initiate programs to serve the resident community, etc.
- Work closely with maintenance and modernization staff in the Authority to ensure appropriate upkeep and curb appeal of the property, and to ensure that modernization funds are used most effectively in addressing the physical improvements for the property.
- Supervise staff assigned to the property management function. Hire, discipline, approve leave, etc. Train staff on the full range of property management responsibilities.
- Work with Information Technology to develop and implement a management information control system that ensures the accuracy and validity of work order, rent collection, unit inspection, vacancy, leasing, and PPO data submitted.
- Responsible for the overall management, maintenance and operations of CMHA public housing for a specified area in a manner, which affords the highest quality customer service to residents.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Management, Business Administration, Urban Studies, Property Management a related field related

- field or equivalent experience;
- One-year supervisory experience.
- Three (3) to five (5) years of responsible related work experience; and at least three years of progressively more responsible public housing experience, of which at least two (2) years must have been at a senior management level.
- Working knowledge of PC-based computer applications Microsoft software programs (e.g. Microsoft word and excel) for management reporting systems.

PREFERRED QUALIFICATIONS:

- Supervisory experience in a unionized environment.
- Experience in management of subsidized residential property.
- Ability to define problems, collect data, and establish facts in order to draw valid conclusions.
- Ability to analyze program performance, establish performance objectives and carry out objectives.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Interview Process: All applicants must clearly indicate on application/resume information sufficient to determine whether the applicant meets the minimum qualifications.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities