



District of Columbia Housing Authority

Vacancy Announcement

Property Management Operations

VACANCY ANNOUNCEMENT PMO #18-35 (a)

(This announcement amends the Areas of Consideration and Closing Date.)

Title: Housing Manager (Floating)	Department: Property Management Operations
Grade: DS-1173- 11	Salary Range: \$60,731 pa - \$79,241 pa
Opening Date: 09/12/2018	Closing Date: Open Until Filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Ensures the delivery of management services to the property, including the negotiation of lease and rental agreements, occupancy-terminations, collection of current and delinquent rents, and recertification of property residents;
- Supervises and effectively utilizes property staff. This includes the following assignments and review of work; utilization of personnel to accomplish work objectives and to develop increased capabilities of employees; rating employee performance in accordance with standards; recommending personnel actions; interviewing and selecting new employees; approving or disapproving leave; investigating complaints and resolving differences between employees and groups of employees; providing for training and giving such guidance as needed to assure the expeditious accomplishment of work and the development and maintenance of competent staff;
- Ensures the smooth interaction between residents of public housing and subordinate staff, including attendance at Resident Council meetings;
- Coordinates the maintenance and repair of all property buildings, grounds, utilities, fixtures, and interior and exterior structures;
- Ensures that operating procedures for all property activities are completely documented and that documented procedures are updated and revised as necessary;
- Coordinates eviction actions initiated by the District of Columbia Housing Authority (DCHA);
- Develops quantitative and qualitative measures for evaluating the performance of each subordinate employee and the performance of the property; develops and implements procedures for the routine collection of information for these measures;
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- Performs other related duties as assigned.

Qualification Requirements:

High School diploma (Bachelor's degree preferred from an accredited college or university with emphasis in housing management, modernization planning and implementation); or other related field; and at least 2 (two) years' experience in the public housing environment; or equivalent combination of education and experience.

Will be required to obtain certification as a Housing Manager from an approved certifying organization within one (1) year of appointment, if not current certification exists. Certification must be maintained during tenure in this position.

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

(over)

Note: *Failure to respond to all ranking factors will eliminate you from consideration.*

Ranking Factor #1: Knowledge of and experience in the application of applicable laws, policies and procedures of the District of Columbia Housing Authority as they relate specifically to DHCD housing management procedures, policies and practices

Ranking Factor #2: Skill in performing regular and periodic management audits of housing operations including tenant occupancy and assignment procedures, supplies and equipment controls, community services and other activity areas.

Ranking Factor #3: Knowledge of the full range of housing management activities including operations and maintenance, annual inspections, special surveys, management-tenant relations, and referral services

Ranking Factor #4: Ability to communicate effectively, orally and in writing.

Other Significant Factors:

- This position is designated as Essential
- This position **is not** in the Collective Bargaining Unit represented by AFGE Local 2725.
- Incumbent must possess a valid driver's license and the ability to maintain authorization to drive a DCHA-owned vehicle in accordance with the DCHA Fleet Management Policy
- Applicants who require accommodation or have questions in the application process should contact the Human Resources Department at (202) 535-1618.

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

***For consideration please submit your application to:
Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375***

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER