

Category: 1105
Exc. Qual. Std.: 51
Approved: Sept. 3, 1992
Authority P.L. 95-561

HOUSING MANAGER

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 01

Maximum Pay Level: 03

DESCRIPTION OF WORK:

Develops the agency or school budget for the quarters improvement and repair (QI&R) program, ensuring that all quarters receipts are expended properly. Conducts annual meetings with renters, principals and school boards to discuss quarters' issues. Schedules, monitors and conducts quarters inspections; inventories property assigned to quarters; ensures that deficiencies are entered into the backlog for future planning; and recommends appropriate corrective measures in such areas as maintenance, repairs, assignments or furnishings and equipment. Develops housing manuals/rules for issuance by the Agency Superintendent for Education and/or Agency Facilities Manager. Coordinates the housing committee, taking into account any negotiated labor agreement requirements. Ensures current rental rates are collected for Government housing and maintenance activities; prepares necessary forms to collect/withhold rent; and prepares annual cost of living rent adjustments; and may conduct or arrange for periodic comparability housing surveys.

LEVEL OF RESPONSIBILITIES:

Level 01 – Responsible for local housing management, including completion of necessary forms, inspections and coordination of maintenance and repair requests for a school under the supervision of the principal; or assists an Agency Quarters Manager in conducting parts of the housing program.

Level 02 – Responsible for local housing management including all of the work described under "Description of Work" including development of housing policies for the local school under the supervision of the principal; or serves as an assistant to the Agency Quarters Manager in a large agency.

Level 03 – Serves as Agency Quarters Manager with responsibility for the entire agency quarters program, including assisting/training any local school quarters manager in their responsibilities.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. The position also requires the ability to hear the conversational voice, with or without a hearing aid. In most instances, an amputation of

an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.