



PROPERTY COORDINATOR
Tracking Code: 1532-381
Job Description

JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Property Coordinator – Pine Hill Sub-Office, Pine Hill, New Mexico
SALARY : \$27.7384 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the third of four levels in the Housing Management series. Incumbents coordinates the activities of a regional Housing Management Office (HMO). Work at this level is primarily coordinating in nature, which includes prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and follow all established policies and procedures; and making hiring, termination, and disciplinary recommendations. Additional responsibilities may include implementing and enforcing housing management policies and practices consistent with federal and Tribal rules and regulations; coordinating recertification activities among Housing staff; authorizing and approving travel, purchases, repairs, and maintenance; coordinating long-term housing plans; and providing recommendation determination of tenant housing decisions, which may include terminations and evictions. Incumbents must maintain composure and apply professional judgment to sensitive issues and/or situations. Experience with conflict resolution is critical for the successful performance of this work. The Property Coordinator is distinguished from the Property Manager by its responsibility for coordinating and supervising a Housing Management Office. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Supervises lower level staff, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Coordinates the operations and activities of housing programs, which includes: planning, administering, and evaluating programs, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service areas.
- Assist with maintains long-range plans for improving and expanding housing opportunities.
- Prepares and administers departmental budget, including capital budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and manages financial operations.
- Prepares and maintains a variety of operational records and reports.
- Coordinates the safety, upgrading, and sanitation of housing assets.
- Performs other duties of a similar nature or level.

Required Skills:

- Monitoring and evaluating employees;
- Directing and overseeing housing programs(s);
- Applying and communicating applicable laws, guidelines, requirements, policies, and procedures;
- Developing and implementing department policies and procedures;
- Planning, analyzing, and evaluating housing programs;
- Preparing and administering a department budget;
- Managing projects;
- Preparing reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Required Experience:

- Valid Driver's License
- Associate degree in public administration, business administration, social work, or related field;
- Three years of related housing management experience, including one or more years of supervisor experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

06/24/24

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