



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Tohajiilee Housing Management Office (HMO) – Tohajiilee, New Mexico
SALARY : \$27.7384 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the fourth of four levels in the Housing Management series. Incumbents manage the activities of a regional Housing Management Office (HMO). Work at this level is primarily managerial 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; developing long-term housing plans; and providing final 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 Manager is distinguished from the Housing Coordinator by its responsibility for the management and supervision of 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 are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Manages the operations and activities of housing programs, which includes planning, coordinating, 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.
- Develops and 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.
- Manages 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 program(s);
- Applying and communicating applicable laws, guidelines, requirements, policies, and procedures.
- Planning, analyzing, and evaluating housing programs;
- Preparing and administering a department budget;
- Managing projects;
- Preparing reports;
- Using 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
- Bachelor's degree in public administration, business administration, social work, or related field;
- Three (3) years of related housing management experience,
- Two or more years of supervisor experience



Property Manager
Tracking Code: 1525-381
Job Description

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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.