

DIRECTOR OF MODERNIZATION

GENERAL STATEMENT OF DUTIES: Formulates and directs the rehabilitation programs for the Port Chester Housing Authority. Assists in the planning, organizing, directing and coordination of the operation of the housing authority's housing projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, is responsible for assisting in the supervision of both staff and field personnel engaged in the operation of the public housing projects, including the physical plant, tenant and community relations matters under the jurisdiction of the Port Chester Housing Authority. Coordinates the rehabilitation efforts of consulting architects and engineers. Supervision is exercised over work of all subordinate administrative and maintenance employees.

EXAMPLES OF WORK: (Illustrative Only)

Plans and coordinates budget expenditures relating to modernization activities;

Procures Architects/Engineers services;

Provides guidance to the Authority and Consultant Architects/Engineers in the development of plans and specifications and reviews same;

Assists the authority's accounting division to assure proper allocation of modernization expenditures;

Prepares and submits Quarterly Reports to the Department of HUD;

Coordinates requests for funds on timely basis to the New York HUD Regional Field Office;

Oversees the entire construction contract process;

Assigns and supervises the work of the Superintendent of Maintenance, the Tenant Relations Assistants, and all clerical and bookkeeping personnel in the performance of their tasks;

Reviews project audits;

Assists in the processing of uncollected rents;

Assists in the Housing Authority's effort to maintain a high percentage of occupancy;

Approves vendor deliveries and contract work in accordance with contract specifications and makes recommendations to the Executive Director regarding status of contract work;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Assists in establishing procedures for the processing of disciplinary actions;

Reviews and analyzes tenant requests and complaints to determine if patterns and trends require additional or more appropriate corrective action;

Monitors actual expenditures versus budgeted expenditures;

Counsels and assists subordinates in improving their performance;

Assists in the preparation of operating budgets;

Assists in maintaining a close working relationship with tenant associations, community leaders, and city agencies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of HUD regulations, federal and state public housing laws; good knowledge of finance and accounts as related to Real Estate Management; good knowledge of the broad problems and objectives of public housing; ability to direct both staff and operating personnel; good knowledge of construction methods and procedures including familiarity with labor and material costs; good knowledge of the operation of Housing Rehabilitation Programs, their grants and reporting requirements; exposure to business disciplines such as procurement and accounting; ability to communicate effectively both verbally and in writing; ability to relate to others; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Graduation from a recognized college or university with a Bachelor's Degree in the Engineering or Architectural field and five (5) years experience in the architectural and/or engineering field, of which two (2) years must have been in contract administration; (b) Graduation with an Associate's Degree in the Engineering or Architectural field, and seven (7) years experience in the architectural and/or engineering field, of which two (2) must have been in contract administration; or (c) a satisfactory equivalent combination of training and experience, as defined by the limits of (a) and (b) above.

SPECIAL QUALIFICATIONS: Must be a certified Public Housing Manager under HUD Certification Program, or must be so certified within one (1) year of appointment.