

Area Housing Authority of the County of Ventura SITE MANAGER Application Package

**Before the deadline of:
FEBRUARY 26, 2018 before 5:00 PM**

You *MUST* complete the following THREE forms and submit them to Human Resources

- 1) AHA Employment Application (4 pages)
- 2) Supplemental Questionnaire (1 page)
- 3) Notice to Applicants-AHA's use of background/investigative reports (1 page)

You *MAY* submit the following voluntary forms with your application.

These documents will not accompany your application to prospective supervisors, and are used the compilation of government record-keeping and reporting requirements.

- Voluntary Self-Identification (*Veteran status*)
- Voluntary Self-Identification (*Ethnic Category*)
- Voluntary Self-Identification (*Disability*)
- Eligibility for Preference Certification Form (*Section 3*)

You *MAY* submit a copy of your recent resume. However, resumes will not be accepted in lieu of the completed application package.

TO APPLY for the SITE MANAGER POSITION:

Submit the completed required forms (*and any voluntary forms you wish to include*) via fax, U.S. mail, in person or email to the address below. All documents must be received by the final filing date on 02/26/18 before 5:00 PM.

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail or in person:

Attn: Human Resources,
Area Housing Authority
1400 W. Hillcrest Drive
Newbury Park, CA 91320

SUPPLEMENTAL QUESTIONNAIRE – AHA SITE MANAGER

The purpose of this Supplemental Questionnaire is to provide information to be used in the screening process to assess your qualifications for this position. Since this is a competitive process, failure to supply sufficient details when describing your prior relevant work experience, skills and abilities may result in your elimination from the selection process.

Complete the sections below, **sign and date this Supplemental Questionnaire**, then return via mail, email, fax or hand-deliver **with your completed Application and Notice to Applicants** to: Human Resources, Area Housing Authority, 1400 W. Hillcrest Drive, Newbury Park, CA 91320; or by email: humres@ahacv.org, or fax (805) 480-9951.

DEADLINE IS MONDAY, FEBRUARY 26, 2018 before 5:00 PM

Under penalty of perjury, I certify that the information provided to the AHA through this Supplemental Questionnaire is true and accurate and has been prepared by me to demonstrate my experience, knowledge and abilities as they relate to this position. I understand that any misstatement or concealment of any fact may subject me to disqualification in the interview process.

Signature: _____ Date: _____

Printed name: _____

Provide your TOTAL number of years' experience from all jobs/school in each category below.

Total Yrs.	REQUIRED Skills, Knowledge, Abilities and Experience:
	Direct Customer Service experience (<i>you dealt with and attempted to resolve issues</i>)
	Perform minor repairs (<i>loosen jammed garbage disposal, replace window blinds, etc.</i>)
	Assign/manage delivery of services from contractors who are responsible for repairs
	Scheduling appointments, and/or meeting with clients to discuss programs or rules
	Maintenance of confidential documents or files
	Generate documents using basic Microsoft computer skills (Word and Excel)
	Direct basic office work (<i>including filing, data entry, answering phones, emails, copying, etc.</i>)
Total Yrs.	DESIRED Skills and Experience:
	HUD regulations/public housing/tax credit or other housing programs
	YARDI property management software

1) Describe your apartment complex management experience. For each position you have held in this capacity, include your specific duties and how you prioritized your workload. Use additional pages if necessary.

Resumes, while useful, will not be accepted in lieu of these documents. Failure to return both the application and supplemental questionnaire before the deadline will remove you from the list of active applicants for this position.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status. We are an equal employment opportunity employer of individuals with disabilities.

Applications are accepted for open positions only. A separate application is required for each open position desired. All sections must be complete within the application. Items left blank may be cause for disqualification as an applicant or dismissal, if employed. Supporting materials may be attached to this application.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for, Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority program?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?, If hired, can you perform the essential duties of this position with or without reasonable accommodations?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten (10)** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write "See Resume".*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Yes No Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If "Yes", explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

- High School Diploma GED or High School Equivalency Certificate
 No Diploma # Years Completed in High School or Equivalent Educational Program : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
					Y / N
					Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>					

- Some of our clients do not speak English. Do you speak, write or understand any other languages **well enough to act as an interpreter?** If "Yes", list them below. *(including Sign Language)*
- Yes** Written Fluency Spoken Fluency
 No 1. _____ Written Fluency Spoken Fluency
 2. _____
- Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:
- Yes**
 No

REFERENCES

While we normally utilize the employer information contained in the "Employment Experience" section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry. List two people **in addition** to any you have listed within the "Employment Experience" section of the application that we have your permission to contact **who have knowledge of your work performance** within your recent past or current employment situations. We need complete information to contact them in a timely manner. **Failure to provide complete information will result in your application being declared 'incomplete' and will remove you from our applicant pool. Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	
First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	



Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing a pre-employment drug screen, pre-employment physical, background check and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical and background check upon request. I understand that failure to pass the alcohol/drug screen, pre-employment physical and/or background check will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura's Human Resources policies and procedures are intended to interfere with employees' right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA'S USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history. To obtain this information before hiring an applicant, the AHA may:

- contact your prior employers via phone, fax or mail;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in this entire AHA application package.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

Before the Area Housing Authority of the County of Ventura [AHA] takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing a notice in advance of taking an adverse employment action is to allow the individual the opportunity to review the report and explain any negative information.

If an adverse employment action is taken against you, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.

INQUIRIES REGARDING YOUR APPLICATION STATUS

Applicants for positions with the Area Housing Authority of the County of Ventura will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing. **Therefore, the Area Housing Authority will not respond to telephone requests for an application status.**

As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information. You will some written communication regarding the status of your application within 2-3 weeks of the closing date of recruitment. **Email will be the primary method of written communication. Therefore be sure to include a valid email address within your application.**

We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Area Housing Authority of the County of Ventura is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of marijuana, illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment shall, as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol, marijuana or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Area Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Area Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are Public Housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating marijuana or illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

Area Housing Authority Job Description SITE MANAGER

SALARY GRADE: F1	SALARY RANGE: FROM \$21.38 - \$26.29 per hour Non-Exempt, Full-Time, Regular Position
DEPARTMENT:	Housing Assets
REPORTS TO:	Housing Assets Supervisor
DATE WRITTEN:	June 1, 2009
DATE OF LAST UPDATE:	July 1, 2017

BRIEF SUMMARY OF THE POSITION

Responsible for ensuring compliance with federally mandated regulations and AHA guidelines for privately funded assisted housing communities. Assists residents with issues and concerns associated with their residency and qualifies applicants for housing programs. Oversees all aspects of managing the apartment complex; including the direction, control of, coordination and assistance with/performs various maintenance issues associated with the AHA owned property.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through:

- High school graduate **and**
- Two years' experience working with the public in a clerical or retail environment **and**
- Possession of, or ability to obtain, an appropriate, valid Public Housing Manager Compliance Certification within one year of appointment.
If this certification is not currently held, it must be earned within one year of appointment to this position.

PREFERRED Education and Experience

- Proficient bilingual English/Spanish skills.
- College degree preferred in Business Administration or Public Administration; Real Estate/Property Management; the Social Sciences/Humanities. *Two years of course work in a closely related field may be substituted for one year of experience.*
- Two years' experience with pertinent real estate statutes, regulations, codes and practices relative to landlord/resident relationships and housing assistance programs.
- Experience in the procedures, methods, and techniques of conducting housing inspections.
- Current knowledge of the fair housing principles, practices and guidelines of Federal, State, and local agencies, for federally assisted housing management programs.
- Certificate in Microsoft, Property or Office Management, Business Administration or Computer technology.

Experience Equivalent: Two years of course work in a closely related field may be substituted for one year of experience. Experience used to satisfy the education requirement must be in addition to any other experience required for this position.

Area Housing Authority Job Description

SITE MANAGER

ESSENTIAL FUNCTIONS OF THE POSITION

- Provide full-time, reliable and predictable attendance at assigned apartment sites.
- Drive to and from assigned apartment complexes.
- Fully responsible for all apartment site operations; as well as the maintenance of and improvements to the physical sites.
- Provide exceptional customer relations skills while professionally resolving issues and concerns for residents, vendors and the AHA.
- Work on-site, with minimal direct supervision with a high degree of personal initiative and patience with tenants.
- Establish, maintain and foster a positive working relationship with residents, vendors, and AHA staff.
- May have "on call" responsibility for emergencies.
- Available during Agency business hours to meet client needs, coordinate with co-workers, oversee contract workers, attend face-to-face meetings, and handle day-to-day operations.

ESSENTIAL FUNCTIONS REPRESENTATIVE TASKS

Essential and other important duties may include, but are not limited to, the following:

Compared to the other AHA Site Manager and Resident Site Manager positions, this position has less intensive annual re-certifications, no HUD hierarchy dictating sources of information, and no requirement for interim re-certifications. Re-certifications are not required for Section 8 participants. Because the managed properties are agency-owned, there are no REAC inspections.

Agency-Owned Specific Activities:

- Assist in preparation of new/revised Agency-Owned Administrative Plan
- Develop and implement preventative maintenance schedule and plan
- Assist in development of new Agency-Owned wait lists. (Wait List management will be done at the Central Office.)
- Coordinate Resident Services at the Agency-Owned sites
- Responsible for documenting property walks (check lists, etc)

Tenant-related Activities:

- Show apartments; provide orientation for new tenants; explain and enforce lease agreements.
- Prepare and maintain resident files; submit and maintain financial and statistical reports; coordinate and execute rent delinquency and eviction procedures.
- Schedule and conduct recertification and interim reviews to verify resident income.
- Schedule and coordinate appointments with applicants; conduct resident selection interviews to determine eligibility.
- Welcome new residents and inform current residents of changes.

Area Housing Authority Job Description SITE MANAGER

Tenant-related Activities (continued):

- Answer tenant questions and clarify AHA procedures about the Resident handbook, dwelling lease, operation of unit appliances and fixtures, community use areas, laundry room(s), U.S. Postal Service mailbox use, and maintenance request procedures.
- Communicate with residents about AHA, U.S. Department of Housing and Urban Development, and pertinent community information by posting notices in resident manager office, lobbies, and at central locations throughout the assigned development(s), or otherwise distribute as directed.
- Perform and teach various "hands-on" maintenance tasks to and for the residents; and make value judgments regarding responsibility for repairs and the associated costs.
- Update, input, and maintain Yardi files for all families within the Agency-Owned complexes
- Responsible for processing all rent increases
- Quickly resolve tenant issues by using AHA ACOP, HUD/State and Federal regulations and guidelines.
- Explain maintenance responsibility to residents so they understand potential charges.
- Relay concerns regarding residents or other tenancy-related issues to appropriate management; make corresponding recommendations to rectify perceived problems.

Vendor-related Activities:

- Effectively interact and coordinate directly with outside vendors to ensure proper maintenance of the assigned properties.
- Coordinate, schedule and monitor the progress and quality of work being performed by contracted outside vendors and AHA maintenance staff.
- Administer the inventory control process at the site, which includes controlling expenditures and ordering/receiving necessary supplies and materials.

Other property-related Activities:

- Perform various "hands-on" minor and basic maintenance tasks when needed.
- Conduct move-in, move-out and annual physical inspections of all units; determine the resident's financial responsibility for noted damages and the work performed; determine the need for maintenance and repairs; counsel residents regarding problems, concerns and violations; assess the need for repair work; initiate maintenance work orders, as appropriate; perform follow-up tasks; generate and mail tenant charge letters.
- Inspect the property and grounds continually; generate work orders and perform follow-up activities with outside contractors.
- Prepare and review a variety of reports, records, and forms; prepare various informative newsletters, announcements, bulletins, activities, etc. for the residents.
- Perform data entry of relevant data gathered for annual client income/eligibility re-certifications.

Area Housing Authority Job Description

SITE MANAGER

MARGINAL FUNCTIONS REPRESENTATIVE TASKS

- Resolve lease violations and reported disturbances.
- Attend and participate in business meeting and court hearings.
- Conduct investigations, when and as needed.
- Perform assigned additional professional duties and responsibilities as directed.

REQUIRED QUALIFICATIONS

Knowledge of:	<ul style="list-style-type: none"> • Fair housing principles, practices and guidelines of Federal, State, and local agencies, for federally assisted housing management programs. • The procedures, methods, and techniques of conducting housing inspections. • General office equipment, practices, procedures and organizational skills (filing, telephone, accurate recordkeeping, scheduling, letter writing, documentation, etc.)
Knowledge of:	<ul style="list-style-type: none"> • Proficiency in Microsoft computer programs, particularly Word and Excel. • Basic mathematical skills, including but not limited to, the ability to add, subtract, multiply, divide, and find percentages. • Current knowledge of and experience with the modern and complex operational principles, characteristics, services and activities of public and private housing assistance programs.

AND

Ability to:	<ul style="list-style-type: none"> • Deal with "emergency" situations; flexible and willing to accept a dynamic work environment. • Multi-task a variety of job related responsibilities. • Communicate clearly and concisely in oral and written English. • Coordinate maintenance and repair issues including adherence to health and safety standards. • Professionally conduct interviews and make presentations to small groups. • Establish and maintain an effective record management system, including storage and retrieval. • Research, collect, compile and analyze research data. • Demonstrate communication skills (oral and written ability to research, collect, compile and analyze research data; and prepare easily understood and concise reports. • Perform "minor and basic" hands-on maintenance tasks. • Remain service-orientated in performance of daily activities. • Create documents, including concise reports, in Microsoft software. • Learn and use YARDI software for data entry, file maintenance and letter generation. • Work with individuals from diverse ethnic and cultural backgrounds. • Demonstrate high organizational skills, attention to detail and time management. • Drive a vehicle for AHA business.
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Area Housing Authority Job Description SITE MANAGER

Ability to:	<ul style="list-style-type: none"> • Exercise independent judgment while recognizing and establishing priorities. • File all assigned documents within five days of receipt. • Read, understand, interpret and become proficient in and follow strict grant applicable laws, rules and regulations and programs. • Maintain cooperative working relationships with AHA staff, tenants, the general public, and various governmental agencies. • Maintain prompt, polite and dependable responsiveness to others. • Meet the physical and mental requirements of the position. • Perform work employing the highest ethical standards. • Tactfully communicate bad news scenarios to individuals and families. • Work under pressure, multi-task and meet schedule deadlines with minimal day-to-day supervision.
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PREFERRED QUALIFICATIONS FOR THE POSITION

Ability to:	<ul style="list-style-type: none"> • Communicate clearly and concisely in oral Spanish.
Knowledge of:	<ul style="list-style-type: none"> • Knowledge and experience with pertinent real estate statutes, regulations, codes and practices relative to landlord/resident relationships and housing assistance programs. • Working knowledge of the principles and application of budget preparation and control.

PREFERRED QUALIFICATIONS FOR THE POSITION (continued)

Experience:	<ul style="list-style-type: none"> • Two years' experience working in a public or private property business management environment having substantial interaction with property managers and tenants. • Direct public housing/private management experience.
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UNIQUE or SPECIAL REQUIREMENTS FOR THE POSITION

- Must be able to perform physical and mental tasks associated with the essential functions of this position, with or without reasonable accommodation. These activities include, but are not limited to: performing minor and basic hands-on repairs using small hand tools; climbing, driving, walking, kneeling, sitting, stooping, reaching, and grasping.
- Personal qualities to perform this job include compassion, tact, sincerity, courtesy, politeness, and a desire to "make a difference."
- Must have and maintain access to an automobile or other means of transportation, when and if required to travel on AHA business.
- Must possess and maintain a valid California driver's license and current automobile insurance in accordance with California law, with a driving record acceptable to the AHA's insurance Company.
- May be required to attend appropriate technical training workshops and classes.
- Must be bondable.
- Must have the ability to work evenings and weekends, when needed.

Area Housing Authority Job Description SITE MANAGER

PHYSICAL WORK ENVIRONMENT

- The working environment is a modern building and well maintained property, which is well lit, heated/air conditioned, with “open space” cubicle workstations and standard offices. The working environment will vary depending on the particular property.
- This position’s office contains a workstation that is ergonomically furnished. The office environment is adequately equipped with the necessary office equipment to support the position.
- Computer equipment and software generally conform to the latest technology, with potential exposure to VDT a screen.
- Often drives personal or AHA vehicle for AHA business. AHA vehicles are equipped with standard safety features.
- While conducting inspections or making minor “hands-on” repairs, minor exposure to weather conditions, paint and cleaning chemicals may occur.
- The use of personal protective equipment, i.e. hard hats, may be required when touring new construction sites.

PHYSICAL WORK ENVIRONMENT

NOTE: All of the tasks and requirements for this position, and the associated job functions, may NOT be included in this job description document, but may be assigned, as needed. Management reserves the right to modify this job description to meet the needs of the organization and the AHA.

Time equivalents to demands in typical forty hour work week

Rarely (0-6 hours) Occasionally (7-13 hours) Frequently (14-26 hours) Constantly (27-40 hours)

Equipment Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
Computer and keyboarding activities	Constantly
Driving on AHA business	Frequently
Fax machine activities	Occasionally
Photocopier activities	Occasionally
Telephone activities	Occasionally
Use of small office tools and equipment requiring fine motor skills	Frequently

Area Housing Authority Job Description SITE MANAGER

Object Handling – DOMINANT and NON-DOMINANT Hands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Carrying object more than 10 pounds	Occasionally
• Carrying objects less than 10 pounds . For example, objects may include pens, tenant files, flyers, small tools/equipment, batteries, light bulbs, etc.	Constantly
• Fingering paper clips, perm clips, sheets of paper, open envelopes	Constantly
• Grasping and grabbing items with fingers and hands	Constantly
• Handling and gripping of file box handles, file car or dolly handles, computer mouse, pens, pencils, paper while flipping through files, files, stacks of files, envelopes, perm clips at the top of files, binders, binder clips, staplers, staple removers, date stamps, two hole punches, phone receivers, highlighters, door handles, and the steering wheel while driving	Constantly
• Holding and turning object in hand	Constantly
• Lift one-handed to handle client files, lift stapler, staple remover, tools, equipment and debris to throw away	Occasionally
• Lift overhead file client files weighing less than 10 pounds	Occasionally
• Lifting objects greater than 10 pounds from one level to another	Occasionally
• Lifting objects greater than 25 pounds from one level to another	Rarely
• Pinching paper in files, perm clips down to close them, staple remover, and files while pulling them off/or returning to shelves, while working with screws, using a pen and holding sheets of paper.	Constantly
• Pushing or pulling objects less than 10 pounds	Frequently
• Pushing or pulling objects more than 10 pounds. For example, objects may include a file cart loaded with office supplies and files; opening unit doors, closing garbage bin doors.	Occasionally
• Repetitive motion required for object handling (>20 times/minute)	Rarely

See Job Analysis Report for this position for more information on physical demands

Area Housing Authority Job Description SITE MANAGER

General Body Motion	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Balancing on objects (e.g. ladders, stairs).	Occasionally
• Bending forward at the waist when accessing files or picking up objects..	Occasionally
• Climbing stepstools or ladders to access or put away files or make small repairs, including replacing light bulbs or batteries in smoke detectors.	Occasionally
• Climbing stairs while carrying objects; including, but not limited to a ladder, flyers, small tools or a small tool kit.	Frequently
• Crawling on hands and knees during unit inspections.	Rarely
• Crouching required for more than 5 minutes at any one time during unit inspections and while retrieving objects.	Occasionally
• Driving continuously for more than one hour.	Rarely
• Kneeling, squatting, stooping or crouching to access files in lower file cabinet shelves or drawers, while conducting unit inspections or while retrieving objects.	Occasionally
• Lie down during unit inspections.	Rarely
• Lift overhead to replace light bulbs, smoke detector batteries and window blinds; pull or replace tenant files.	Occasionally
• Lifting tools, equipment, office supplies, tenant files and debris to throw away. Objects weigh between 1-33 pounds.	Constantly
• Push or pull file cart at force of 17 pounds or dolly with file box on it, pushing doors open or closed.	Occasionally
• Reaching knee to shoulder for tools, equipment, files and debris.	Occasionally
• Reach above shoulder to access overhead bins, light bulbs, smoke detectors, window blinds, etc.	Occasionally
• Reach below knee when filing or pulling files on low shelves or drawers, when lifting the boxes off the ground.	Occasionally
• Reach between knee and shoulder height to type or move computer mouse, grab files off desk, to flip through paper in files, reaching for office supplies, copying, faxing or pulling paper off the printer.	Frequently
• Sitting for up to 2 hours at a time while working on computer doing inputting, writing in/reviewing files, stuffing envelopes, purging files, answering phones and conducting interviews.	Constantly
• Standing for longer than one hour at a time.	Occasionally
• Standing while showing prospective tenants, fixing equipment, conducting inspections and filing, photocopying, faxing or in while meetings.	Frequently
• Stooping during inspections and while retrieving objects.	Occasionally
• Traveling longer than two hours.	Rarely
• Twisting and bending.	Occasionally
• Walking greater than one mile throughout the day to inspect properties, meet with tenants.	Occasionally
• Walking while showing prospective tenants, fixing equipment, conducting inspections and filing, photocopying, faxing or in while meetings.	Frequently

Area Housing Authority Job Description SITE MANAGER

Hearing, Sight and Speech Activities	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Hearing and understanding the speech of another person.	Constantly
• Hearing what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times as well as the ability to listen to and understand information and ideas presented.	Constantly
• Speaking to others to convey information effectively.	Constantly
• Seeing details at both close (< 3 ft) and long range (>20 ft).	Constantly
• Seeing different depths while conducting inspections, making repairs and driving from complex to complex.	Constantly
• Seeing and distinguishing color differences to assess units for mold and driving from complex to complex.	Constantly
• Seeing entire field of vision/periphery while driving and walking.	Frequently
Mental Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
Clearly communicate with others, including the public.	Constantly
Count and use basic math skills (addition, subtraction, division, multiplication)	Frequently
Create and read written communication.	Frequently
Handle multiple assignments, conflicting demands or priorities.	Frequently
Interpret technical or professional materials, financial or legal reports.	Occasionally
Logically define problems, collect information, establish facts, draw valid conclusions, interpret information, and/or deal with abstract variables.	Frequently
Maintain attention to detail over extended period, continually aware of variations in changing situations.	Frequently
Organize own schedule and those of others.	Constantly
Pay attention to detail and be thorough in completing work tasks.	Constantly
Problem solve by analyzing information and evaluating results to choose the best solution and solve problems.	Frequently
Provide recommendations and guidance based on legal, financial, scientific, technical or other professional areas.	Frequently
Use critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	Constantly
Utilize good judgment when making decisions, as seen in considering the relative costs and benefits of potential actions to choose the most appropriate one.	Constantly
Work with frustrating situations when job objectives are hindered by events beyond the employee's control.	Constantly
Combine pieces of information to form general conclusions as well as the ability to apply general rules to specific problems to produce answers that make sense. (Inductive and Deductive Reasoning skills).	Constantly
Plan, organize and prepare materials for presentations.	Occasionally
Comprehend technical or professional material.	Rarely