

HOUSING DIRECTOR – City of Northville, Michigan Housing Commission.

Responsibilities include management of Allen Terrace, 100 City-owned independent senior apartments, CDBG program, marketing, landlord/tenant issues, facilities management, budgeting, supervision. Required: 3 years residential property management experience, written/oral communication skills. Experience with public/senior housing preferred. Salary range \$60K to \$70K, DOQ, plus excellent benefits. Send letter, resume, and City employment application to Human Resources, 215 W. Main St., Northville, MI 48167 or via email to [HR@ci.northville.mi.us](mailto:HR@ci.northville.mi.us). A detailed job posting, job description, and employment application required to apply can be obtained at [Employment / Job Postings - City of Northville, MI](#) Position open until filled. ADA/EOE

# City of Northville

## Job Description

### Housing Director

#### General Description of the Position:

A professional management/administrative position responsible for managing the City of Northville senior housing complex (Allen Terrace). This includes marketing vacant apartments, rent collection, overseeing building maintenance and construction projects, maintaining security, budgeting, supervision of personnel, liaison to government and service organizations; communication to residents, Housing Commission and City administration. This is a department head position that is part of the City of Northville governmental operations.

#### Accountability:

This position is directly accountable to the City Manager. The Director is under the direct supervision of the City Manager for administrative matters and the Northville Housing Commission for housing policy matters. The Director plans and carries out on-going responsibilities with considerable independence according to established work practices, policies and procedures.

#### Supervision Responsibilities:

Supervision is exercised over all full and part-time staff of the Northville Housing Department. This includes maintenance staff and contractors.

#### Duties and Responsibilities:

The following statements describe the general nature and level of work performed by the Housing Director, but is not an exhaustive list of all job duties performed.

#### Allen Terrace:

- \* Management of resident occupancies including screening, selection, marketing, leasing, and apartment preparation.
- \* Rent collection including collection procedures and delinquency control.
- \* In consultation with the City Attorney, enforcement of legal rights and responsibilities pertaining to landlord duties, grounds, residents, employees, employer and commissioners. Includes enforcement of leases, rules and codes.
- \* Provide resident communication through resident organization(s), orientation presentations, direct communication to residents, newsletters, etc.

- \* Budget preparation, monitoring and control including maintaining appropriate income/expense ratios, proper accounting, record-keeping, and purchasing.
- \* Supervision of personnel including enforcement of personnel policies, recruitment and selection of personnel, performance evaluations, and education/training.
- \* Complex maintenance including facility planning, establishment of use procedures, responding to service/repair requests, scheduling, material selection, resident education, inspections, safety, energy conservation and cost savings/efficiency.
- \* Initiate and maintain good office practices and procedures including establishing proper controls, insurance coverage, accounting and records maintenance, financial records, occupancy and personnel records and office hours.
- \* Be available for resident and property emergencies. Requires accessibility by cell phone during non-duty hours, 24-hours a day.

**Other Housing Duties/Responsibilities:**

- \* Assist and support the mission, policies, and activities of the Northville Housing Commission.
- \* Coordinate and/or manage the HUD Housing Voucher Rent Allowance program or other programs that would benefit low income Allen Terrace residents receiving rent subsidies.
- \* Manage and promote the Allen Terrace Trust Fund.
- \* Manage the HUD Community Development Block Grant Program through Wayne and Oakland Counties.
- \* Network with Northville Senior Community Center to provide class offerings at Allen Terrace.
- \* Promptly completes work assignments in a professional, courteous and friendly manner insuring compliance with federal, state and local laws.
- \* Other duties as assigned.

**Knowledge, Skills and Abilities:**

- \* Knowledge of gerontology and other disciplines which provide insight and understanding of persons 62 years of age and older.
- \* Ability to apply common sense understanding to carry out instructions furnished in written and oral form; to deal with problems involving several concrete variables in or from standardized situations.
- \* Ability to add, subtract, multiply and divide all units of measure; to perform the operations with like or common decimal fractions; to compute ratio and percentage; to perform arithmetic

operations involving all American monetary units.

- \* Ability to read a variety of information sources, to read safety rules, instructions in the use and maintenance of office equipment.
- \* Ability to write general correspondence and miscellaneous reports with proper format, punctuation, spelling, and grammar, using all parts of speech.
- \* Ability to speak before an audience with poise, voice control and confidence, using correct English and well-modulated voice.
- \* Competent interaction with personal computers, calculators and other office equipment.

### **Physical Demands of the Position:**

- \* **Sedentary Work:** exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.
- \* **Reaching, handling, fingering and/or feeling:** (reaching: extending the hand(s) and arm(s) in any direction), (handling: seizing, holding, grasping, turning or otherwise working the hands or hands [fingering not involved]) (fingering: picking, pinching or otherwise working with fingers primarily [rather than with whole hand or arm as in handling]) (feeling: perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips).
- \* **Walking up and/or down stairs:** (to access emergency panels, to reach location of individual resident(s) in the event of power failure, resident medical emergency or physical plant emergency).
- \* **Talking and/or hearing:** (talking: expressing or exchanging ideas by means of spoken word), (hearing: perceiving nature of sounds by ear).
- \* **Seeing:** The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - a) Acuity, far - clarity of vision at 20 feet or more.
  - b) Acuity, near - clarity of vision at 20 inches or less.
  - c) Depth perception - three dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
  - d) Field of vision - area that can be seen up and down or to the right or left while eyes are fixed on a given point.
  - e) Accommodation - adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.
  - f) Color vision - ability to identify and distinguish colors.
- \* The works and tasks of this position are subject to inside environmental conditions: protection from

weather conditions but not necessarily from temperature changes.

- \* Machines, tools, equipment and work which may be representative, but not inclusive, of the position include: personal computer, printer, tape recorder, maps, charts, diagrams, file cabinets, pens, pencils, adding machine, calculator, postage machine, copier, fax machine, forms, labels and tags.

**Position Requirements:**

- \* Three years residential property management experience.
- \* Good management and public relations skills.
- \* Accessibility by cell phone during non-working hours for emergency situations.

**Desirable Qualifications:**

- \* B. A. Degree in Public Administration, Gerontology, Social Work, or similar higher education/degree.
- \* Public Housing Management (PHM) certification (or organizational certification from the National Association of Housing and Redevelopment Officials (NAHRO), National Center for Housing Management (NCHM) or the Institute for Real Estate Management (IREM)) or comparable certification. If not certified, ability to become certified within one year.
- \* Experience with public/senior housing preferred.
- \* Knowledge of small business operations.
- \* Proficiency with personal computers.
- \* Working knowledge of Rent Roll or similar rent collection/work order software.
- \* Excellent written/oral communication skills.