

HOUSING MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the program and activities of the Government of Guam housing program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the program and activities of the Housing Division.

Develops and implements housing regulations and policies; proposes necessary revisions and prepares needed legislation to improve efficiency and resolve housing management problems.

Coordinates the housing management program with related departments and agencies.

Directs the technical studies of housing demands, turnover rate, local and private rental rates; conducts cost analyses of government housing operations and maintenance to determine means for effective economy.

Evaluates lease proposals prior to negotiations; supervises the preparation and processing of lease renewals and ensures compliance with applicable laws and regulations.

Supervises the inspection of units for building condition, furnishings, compliance with housing regulations etc.; takes necessary corrective action; assigns units based on employment location and family size.

Maintains housing records and prepares reports.

Directs the investigation of complaints and answers inquiries relating to housing management.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the applicable laws, codes, rules, regulations, policies and procedures governing housing management.

Ability to administer programs and activities of the housing division.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in operation, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in housing management work, two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in real estate, business administration or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission