

**HOUSING MANAGEMENT OCCUPATIONAL GROUP [505]****ASSISTANT HOUSING MANAGER****General Statement of Duties and Responsibilities**

Under direction, with latitude for independent action and decision, performs work of moderate difficulty and responsibility in the administration and management of the NYC Housing Authority's public housing and leased housing programs; performs related work.

**Examples of Typical Tasks**

Assists the Housing Manager in the administration of a large housing development or a number of small developments or leased housing program.

Supervises staff responsible for: interviewing applicants for public housing to determine eligibility for such housing, establishing housing needs, gathering/verifying income/employment data, and for periodically checking tenant income/employment status to determine tenant's rent and on-going eligibility.

Makes recommendations to the housing manager concerning eligibility for public housing and assignment of apartments.

Resolves problems of tenancy; supervises staff who receive tenant requests for maintenance/repair services; follows up on maintenance repairs requests, as needed.

Supervises the apartment rental process.

Supervises rent and rent arrears collection process.

HOUSING MANAGEMENT OCCUPATIONAL GROUP [505]

ASSISTANT HOUSING MANAGER (continued)

Examples of Typical Tasks (continued)

Supervises the collection and analysis of housing data.

Supervises and tracks legal and administrative actions with regard to tenant violations.

Oversees the periodic inspection of apartments.

Ensures tenants are provided with accurate information concerning housing rules and regulations.

Participates in the handling of tenant and community relations.

Monitors usage of office supplies, overtime, travel expenses and services, such as legal services.

Keeps records and prepares reports.

May work in a central office location supervising a unit/function, such as leased housing, housing applications, and/or applicant hearings.

May testify in housing court.

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ASSISTANT HOUSING MANAGER (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college, and one year of full-time satisfactory supervisory and/or administrative experience in housing management at a development or developments containing at least 150 apartments, including overseeing the performance of duties such as: interviewing applicants; determining eligibility; gathering and evaluating information to resolve complaints; collecting rents; and/or resolving tenant related problems; or
2. A four -year high school diploma or its educational equivalent, and five years of the full-time satisfactory experience as described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. Undergraduate college credits may be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full time satisfactory experience. However, all candidates must have a four year high school diploma or its educational equivalent.

Direct Lines of Promotion

**From:** Housing Assistant (80201)  
 Housing Assistant (Bilingual)  
 (80202)

**To:** Housing Manager  
 (80210)