



McHenry County Housing Authority

1108 N. Seminary, P.O. Box 1109 Woodstock, Illinois 60098
Phone and TDD: 815/338-7752 Fax: 815/338-1217

Memorandum

To: **Prospective Personnel**
From: **Holly Lyons, Deputy Director**
Re: **Public Housing Property Manager Position**

Thank you for your interest in the Public Housing Property Manager position with the McHenry County Housing Authority. The Public Housing Program consists of 23, 3 bedroom single family or duplex units scattered throughout McHenry County. The Public Housing Manager is also responsible for the management of an eight unit apartment complex in Woodstock. Enclosed please find a job description. The starting wage for this position is \$16.50 per hour/20 hours per week. The work hours/days are negotiable, but will be during the Housing Authority's regular business hour. Monday-Thursday from 8 A.M. until 1 P.M. is preferred.

Please submit a resume **and** job application form to our office located at 1108 N. Seminary Avenue, P.O. Box 1109, Woodstock, Illinois, 60098, by **4 P.M. on Friday, August 9, 2019.** You may email or fax your resume to Kim Ulbrich, Executive Director.

kulbrich@mchenrycountyhousing.org

815/338-1217 (fax)

McHenry County Housing Authority is an EEO/AA employer



McHenry County Housing Authority is an Equal Opportunity Provider and Employer

POSITION IDENTIFICATION:

Title: Public Housing Property Manager

Salary Level: Grade 9

POSITION SUMMARY:

The Public Housing Property Manager is under the general supervision of the Executive Director and is responsible for the effective development, implementation and operation of the Public Housing Program.

JOB DUTIES:

The primary duty of the Public Housing Property Manager is to ensure the efficient operation of the Housing Authority owned single-family homes.

The Manager must be familiar with the current regulations of the Department of Housing and Urban Development (HUD) and any other regulations that would affect the operation of the housing including monitoring the Community Service requirements.

The Manager will send out pre-applications, and maintain a waiting list. As vacancies occur, the vacancies will be filled from the waiting list as quickly as possible to ensure continued cash flow. New tenants will be referred to the Voucher Department for eligibility screening.

The Section 8 Voucher Department will notify the Public Housing Property Manager of the amount of security deposit and monthly rent payment. The Public Housing Property Manager will prepare the lease, all attachments, and conduct a briefing with the tenant. The Public Housing Property Manager is responsible for notifying the fee accountant of rent changes, charges for damages or utilities, and any other amounts which may affect Tenants Accounts Receivable.

The Manager is responsible for recording and monitoring rent payments, issuing 14 day notices, and eviction notices if needed. The Manager is responsible for responding to all complaints and providing a satisfactory solution. The Public Housing Property Manager will take all phone calls from Public Housing tenants. Changes in income or family composition will be referred to the Section 8 Voucher Department.

The Manager is responsible for the maintenance of the homes. He/She will coordinate with the maintenance staff. A cell phone will be provided to accept emergency maintenance requests after business hours. The Manager will conduct bi-annual inspections of each unit and document the inspection. If internal staff cannot complete repairs, work will be outsourced to appropriate contractors. Procurement will be done in accordance with approved policy. Work orders will be tracked and follow-up will occur to document the completion of a repair item.

The Public Housing Property Manager is responsible for tracking vacancy information, including date unit was referred to maintenance staff, date repairs were completed, and date of lease-up. This information will be given to the person doing the PHAS submission. A monthly Public Housing

Position Identification: Public Housing Property Manager

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Report is submitted to the McHenry County Housing Authority Board.

The Manager will be responsible for reviewing current policies and making recommendations for changes.

The Manager will attend training sessions as required.

This is a part-time 20 hour per week position.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of tenant and landlord rights

Familiarity with standard office equipment and computer literate

Ability to initiate own work projects and to work independently

Considerable communication skills

Ability to work in uncomfortable situations

Ability to maintain a professional attitude

MINIMUM QUALIFICATIONS:

Ability to read and write English

Ability to speak and understand Spanish helpful, but not necessary

Any combination of the following education and/or experience that totals four years:

B.A. in social work, business, public administration, or related discipline; Experience in property management, or low-income rental programs.

Valid Illinois Drivers License

McHENRY COUNTY HOUSING AUTHORITY

Application for Employment

Return to:

1108 N. Seminary Avenue/P.O. Box 1109
Woodstock, Illinois 60098

Telephone: 815/338-7752
Facsimile: 815/338-1217

Email: kulbrich@mchenrycountyhousing.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, or physical/mental impairments unrelated to ability to perform essential job functions. We welcome you as an applicant for employment.

Please Print

Position Applied For

Date

SECTION I – GENERAL INFORMATION

Name: _____

Last Name

First Name

Middle Initial

Address: _____

Street

City

State

Zip

Home Telephone: () _____

Cell Phone: () _____

Email: _____

Fax: () _____

Drivers License Number: _____

What date would you be available for work? _____

Are you legally eligible for employment in this country? Yes No

(proof of U. S. Citizenship or Immigration status will be required upon employment)

Are you able to perform the essential duties of the position for which you are applying safely and effectively?

Yes No

SECTION II – BACKGROUND INFORMATION

Have you ever been convicted of a felony? Yes No

If yes, please explain: (Conviction will not necessarily disqualify an applicant from employment. Factors such as age, time of the offense, seriousness and nature of the offense, rehabilitation and job-relatedness will be considered. Applicant is not obligated to disclose sealed or expunged records of conviction or arrest.)

Are there any felony charges pending against you? Yes No If yes, please explain:

PLEASE NOTE: IF ANY OF THE INFORMATION REQUESTED IN SECTIONS THREE, FOUR OR FIVE IS ON YOUR RESUME, PLEASE INDICATE “SEE ATTACHED RESUME.”

SECTION III – EDUCATION, TRAINING, CERTIFICATES & LICENSES

Schools	Name and Location	Graduate yes/no	Major/Minor Course Work	Types of Degree Received
High School				
College				
Graduate or Professional				
Other Educational, Computer Classes, List Certificates or Licenses:				

SECTION IV – PROFESSIONAL REFERENCES

List two people who are not related to you who have knowledge of your business or professional qualifications for the position. Do not repeat names of supervisors listed under employment history.

Name	Occupation	Address	Phone	Yrs Known

SECTION V – EMPLOYMENT EXPERIENCE

- In this section, be sure to describe any education, training, and experience you have which provides the required knowledge, skills and abilities to perform the essential functions of the position for which you are applying.
- If a supplemental application, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job posting.

Job Title:	Start Date:	End Date:
Employer:	Phone: ()	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? ___Yes ___No		
Supervisor:	Phone: ()	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

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Reason for Leaving:		
Duties and Responsibilities:		

SECTION VI – SIGNATURE AND RELEASE

I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the McHenry County Housing Authority has the right to refuse to hire or immediately discharge me, at any time if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

I authorize the McHenry County Housing Authority and its agents, including authorized third parties, to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the McHenry County Housing Authority or its representatives to release to the McHenry County Housing Authority any information they have regarding me without providing written notice to me. I authorize the McHenry County Housing Authority to use any information in its possession concerning me for any purpose it deems appropriate. This includes disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the McHenry County Housing Authority from any liability in connection with such use or disclosure.

I understand that if I am hired by the McHenry County Housing Authority, I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment. I acknowledge that these rules, regulations policies, procedures, and other terms and conditions of employment may change from time to time, with or without notice to me. I also understand that this application is not a contract of employment and that employment may be contingent upon passing a drug test, criminal history/reference check or psychological/physical exam.

Signature of Applicant

Date