

RESOLUTION NO. 83-007

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

FEB 1 1983

ESTABLISHING CHIEF OF LEASED HOUSING
CLASSIFICATION AND SALARY RANGE

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

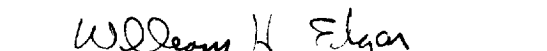
Section 1. Exempt Service. The following classifica-
tion is hereby established:

<u>Class Title</u>	<u>Salary Schedule</u>				
	<u>(Monthly Rate, Bi-Weekly Rate, Hourly Rate)</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Chief of Leased Housing	2587 1194.00 14.925	2718 1254.24 15.678	2854 1317.44 16.468	2998 1383.84 17.298	3150 1453.60 18.170

Section 2. The Employer-Employee Relations Policy is
hereby amended to add the above referenced classification to the
Managerial, Supervisory and Confidential Unit.


CHAIRMAN

ATTEST:


SECRETARY

RESOLUTION No. 83-007
FEB 1 1983

(18)

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

CLASS SPECIFICATION
FOR
CHIEF OF LEASED HOUSING

DEFINITION:

Under administrative direction, plans, supervises, directs, and coordinates the operations of the Leased Housing Division in locating and leasing privately owned rental units; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

Manages all Leased Housing programs of the Agency, including inspections, initial negotiations, renewals and lease terminations.

Supervises formal briefing sessions for property owners and rental/management agents on behalf of low income tenants. Provides information through the various media as necessary to support this activity.

Supervises the gathering, analysis and evaluation of information for the preparation and submission of required reports on a timely basis.

Supervises and directs the review of leasing documents for compliance with program requirements.

Negotiates with owners to assure that rents comparable in locality do not exceed the fair market rents established by the U.S. Dept. of Housing and Urban Development.

Develops, controls and reviews management operations and makes recommendations thereon to the Director of Housing.

Develops systems, procedures and information flow to expedite the operational process throughout the Leased Housing Division.

Develops and conducts staff training sessions, tenant orientations, landlord seminars, and other such training and orientation programs as needed.

Develops, prepares, and monitors annual division budget.

Prepares proposals to HUD to secure rental assistance funds.

Reviews and approves the disbursement of monthly rental assistance payments.

Reviews and approves leases and Housing Assistance Contracts for privately owned rental units.

RESOLUTION No 83-007

FEB 1 1983

QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public administration, organization, personnel and budget management; provisions of federal, state and local laws, rules and ordinances relating to housing programs and operations; principles and practices of property management; and principles of supervision.

Ability to:

Plan, organize, direct and control the work of professional and clerical employees; exercise sound judgment, make decisions and take judicious action on problems arising in the field of tenant and community relations.

Experience and Education:

Any combination of experience and education that could likely provide the required knowledge and abilities may be qualifying. A typical way to qualify would be:

Experience:

Five years of increasingly responsible experience in public housing operations with at least two years in a supervisory or management capacity.

Education:

A Bachelor's Degree in Public Administration, Business Administration, Community Organization or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Licenses and Certificates:

Housing and Urban Development approved certificate in Public Housing Management is desirable.

January 1983

RESOLUTION No. 83-007

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