



Springfield Metropolitan Housing Authority
101 W. High Street
Springfield, OH 45502
937-325-7331

FULL TIME POSITION OPENING

HOUSING CHOICE VOUCHER DEPARTMENT

CLASSIFICATION TITLE: MODERNIZATION ADMINISTRATOR

SALARY RANGE: BASED ON EXPERIENCE

REPORTS TO: DEPUTY DIRECTOR

JOB LOCATION: SMHA MAIN OFFICE

PLACE OF APPLICATION: SMHA MAIN OFFICE

OPENING DATE: 11/16/18

CLOSING DATE: until filled.

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ANYONE INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST PRESENT A COVER LETTER OF INTEREST AND AN UPDATED RESUME' TO THE ATTENTION OF: Stephanie Cameron, SMHA, MOD Admin Position 101 W. High Street, Springfield, Ohio 45502 or via email to stephaniec@smhaohio.org until position filled.

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.

**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY
POSITION DESCRIPTION**

Position Title: **Modernization Administrator**

Amended as of: October 1, 2010

Updated: July 10, 2015

Revised: November 16, 2018

Department: Executive

General Statement of Duties

Responsible for the proper and timely procurement of all materials, supplies, and services for the planning and construction of capital projects and purchases. Responsible for overseeing agency's purchases.

Reports to: Deputy Director

Supervises: None

Classification: Salaried/Exempt

Essential Duties and Responsibilities

1. Administers funds from the Capital Grant Program. This includes capital planning, procurement of contractors, construction monitoring, and final certification of project completion.
2. Monitors procurement expenditures of the operating and capital funds. Follows up on information in a timely manner with appropriate personnel to assure fiscal accountability and adherence to scheduling. Monitors the procurement process to ensure compliance with applicable regulations and procedures.
3. Annually develops and submits to the Executive Director, a proposed departmental Capital Fund annual and five-year budget; Assures the effective and efficient management of expenditures to ensure the PHA operates within its CFP budget constraints. Prepares CFP budget revisions, annual reporting requirements, grant close-out reports, and other reports, etc.
4. Keeps up-to-date on statutory or regulatory changes that have potential to impact program operation. Plans to thoughtfully incorporate any changes in a manner consistent with sound management practices and the goals of the authority. Develops proposed changes with input from other appropriate staff. Recommends specific changes to policy or procedures and implements approved changes in a timely fashion.
5. Assists with developing and implementing Agency initiatives aimed at MBE/WBE and Section 3 goals. Responsible for performing and overseeing compliance reporting as it relates to contract administration and capital programs, including but not limited to MBE/WBE and Section 3.

6. Recommends updated procurement policies or procedures when necessary or desirable to enhance efficiency or compliance. Develops and updates standard operating procedures as needed to facilitate uniformity and staff training/transition. Monitors agency's staff compliance with established purchasing and procedures.
7. Coordinates the Agency's physical needs assessment as well as Environmental Reviews when required.
8. Prepares application for demolition or dispositions and maintains PIC for changes to housing inventory (e.g. additions, subtractions, etc.). Ensures compliance with Department of Labor and Davis Bacon wages requirements related to contracts, including maintaining documentation of such compliance and related reporting.
9. Monitors CFP program performance using established criteria. Takes appropriate action to improve performance when indicated.
10. Meets with staff, the residents, various community groups, as necessary, to ensure quality service to SMHA constituents; meets regularly with staff to exchange information and coordinate project activities.
11. Coordinates regularly with other Directors/Managers/Administrators to ensure the efficient coordination of all CFP program and purchasing activities. Openly shares information and expertise with others in the group.
12. Acts as independent file auditor for various contracts for quality control.
13. Reviews REAC scores that relate to the Modernization Program indicators of PHAS. Assists in the development of a plan to address those problem and low scored areas discovered by the REAC Inspectors.
14. Serves as PHA 504 Coordinator.

Other Duties and Responsibilities

1. Responsible for PHA phone system, emergency response call system, alarm codes, and monitoring alarm systems as required. Responsible for PHA lock/key systems and materials, including inventory and installation requirements.
2. Prepares and submits monthly board reports/management reports as necessary or required on the progress of construction contracts and/or various special projects. Attends board meetings and makes presentations as requested or required.
3. Will perform other duties as assigned by the Executive Director and Deputy Director, including but not limited to assisting the Executive Director and Deputy Director with special projects.

Minimum Educational Requirements, Licenses, Skills, Abilities, Experience

- Education: A minimum of bachelor's degree in a related field is preferred.

- Experience: A minimum of five years similar management experience in property management or maintenance is preferred. Knowledge of inspection protocols is required. Four additional years of relevant experience may be substituted for two years of college. Experience in developing, implementing, and monitoring a preventative maintenance plan.
- Special Skills: Excellent oral and written communication skills, be attention to detail oriented, must possess a valid Ohio driver's license, safe driving record, must show proof of personal vehicle insurance, and have ownership or full time use of an automobile, ability to relate well to residents and resident groups, well developed critical thinking skills and objective outlook, successful leadership experience, and highest level of integrity.
- Business training/experience desirable for budgeting and for the oversight/appropriate use of Capital Program funds.
- Basic knowledge of local housing codes construction, design standards for accessibility for the handicapped and housing systems (e.g., wiring, plumbing, heating); ability to maintain a consistent interpretation of Housing Quality Standards.
- Ability to physically perform multiple inspections in a specified time frame, including climbing multiple flights of stairs, bending and stooping, climbing ladders, etc.
- Must possess strong customer service skills.
- Physical Demands
 - Standing: Remaining on one's feet in an upright position.
 - Walking: Moving about on foot.
 - Sitting: Remaining in the normal seated position.
 - Lifting: Raising or lowering an object from one level to another.
 - Pushing: Exerting force upon an object so that the object is away.
 - Pulling: Exerting force on an object so that it is moving to the person.
 - Climbing: Ascending or descending objects usually with hands/feet.
 - Balancing: Maintaining body equilibrium to prevent falling over.
 - Carrying: Transporting an object, usually by hand, arm or shoulder.
 - Eye/Hand/Foot Coordination: Performing work through using two or more.
 - Fingering: Picking, pinching or otherwise working with fingers.
 - Handling: Seizing, holding, grasping or otherwise working with hand(s).
 - Hearing: Perceiving the nature of sounds by the ear.
 - Reaching: Extending the hand(s) and arm(s) in any direction.
 - Talking: Expressing or exchanging ideas by means of spoken words.
 - Stooping: Bending the body by bending spine at the waist.
 - Kneeling: Bending legs to come to the rest on one or both knees.
 - Crouching: Bending body downward and forward by bending legs.
 - Crawling: Moving about on hands and knees or hands and feet.
 - Repetitive Motions: Making frequent movements with a part of the body.
 - Driving: Moving body parts for automobile operations.
- Physical Strengths

Lifting: Raising or lowering an object 20-25 pounds.

- Vision Requirements

Far Acuity: Ability to see clearly at 20 feet or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Depth Perception: Ability to judge distance and space relationship.

Field of Vision: Ability to see peripherally.

Color Vision: Ability to distinguish and identify different colors.

- Mental Demands

Mathematical Reasoning

Memorization

Oral Comprehension

Written Comprehension

- Environmental Conditions

Temperature Changes: Variations in temperature from hot to cold.

Atmospheric Conditions: Conditions that affect the skin or respiratory system.

May be exposed to extremes of heat and cold in all weather conditions at times.

**A combination of appropriate education and experience
may be substituted for the minimum educational requirement.**

Interpretation (policies, procedures or practices)

Interprets HUD regulations and SMHA policies and procedures.

Internal/External Contacts

Communicates daily with department staff, Asset Managers, vendors, and contractors regarding progress on work or work status, explaining information regarding site inspection results, advising correction methods for failed inspection items, working collaboratively with professional consultants to carry out the capital work plan, and supervising the work of assigned staff.

Scope of Responsibility

Problem Solving

Considerable discretion interpreting contracts and purchase documents.

Decision Making

Evaluating alternative methods of procurement to ensure compliance with program requirements and optimal efficiency.

Nature of Supervision

Works independently. Allowed discretionary operation of the Procurement Department. Reviews the work of others on a routine basis to ensure compliance.

Working Conditions

Work is of varied nature. While administrative and supervisory duties are conducted in an office environment, assessment and progress inspections may be conducted in many different locations, some of which have dirt, odors, rats, mice, fleas, etc. Work involves exposure to all types of weather conditions. Work entails pressure due to multiple calls and inquiries. Subject to many interruptions. Subject to varying and unpredictable situations. Fluctuating workflow. Potential for confrontations with vendors or contractors.

“At Will” Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS POSITION DESCRIPTION WAS RECEIVED, READ AND UNDERSTOOD BY ME.

SIGNATURE

DATE