

## NOTICE OF VACANCY – PROPERTY MANAGER – YORK HOUSING AUTHORITY

OPENS DECEMBER 7, 2017 – CLOSSES DECEMBER 15, 2017

The following are examples of some of the responsibilities of Property Manager -- interviewing and determining eligibility of applicants, inspecting the conditions of the units; preparing work orders; issuing verbal and written notices to tenants regarding rent and charges due, disturbances, etc.; conducting informal hearings to resolve problems; initiating eviction proceedings against tenants; supervising subordinate housing authority personnel; calculating rent and charges; and preparing various correspondence. The position is subject to the following State Civil Service Commission requirements. The following is applicable:

<u>JOB TITLE:</u>	Property Manager (Local Government)
<u>CLASS CODE:</u>	L0141
<u>PAY RANGE:</u>	14
<u>ANNUAL SALARY:</u>	\$30,286 - \$49,130 Exempt, no overtime.
<u>COLLECTIVE BARGAINING:</u>	NO
<u>NORMAL WORK HOURS:</u>	7:30 a.m. to 4:00 p.m.; 8:00 a.m. to 4:30 p.m.; or 8:30 a.m. to 5:00 p.m. (1 hour for lunch)
<u>TYPE OF EMPLOYMENT:</u>	Full-time, 37.5 hours/week. Exempt, no overtime.
<u>LOCATION:</u>	Parkway Management Office, 140 Willis Lane York PA 17404
<u>JOB RESPONSIBILITIES:</u>	See job description

### **Eligibility: Applicant must:**

1. Three years experience in supervising or performing tasks associated with the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency: **OR** one year as an Assistant Property Manager or Assistant Section 8 Coordinator; **OR** two years as a Management Aide.
2. Be a resident of Pennsylvania, of good moral character and capable of performing the essential functions of the job.
3. Be on the eligible list for Property Manager, or be eligible for promotion without examination, lateral transfer, reinstatement, reassignment, transfer or demotion to Property Manager.
4. Additionally, to be considered for promotion without examination, applicant must
  - a. Have or have had regular Civil Service status in the following lower class job title: Assistant Property Manager or Assistant Section 8 Coordinator.
  - b. Employees in other job titles may apply and their applications will be reviewed to determine if employees previously held regular status or currently hold regular status in a class for which there is a logical occupational, functional or career development relationship to the posted position or if there is a clear linkage between the required knowledge, skills, and abilities of the previously or currently held class with those needed for the posted position.

Selection criteria for promotion without examination and/or lateral transfer, reinstatement, reassignment, transfer or demotion to Property Manager:

- Follow the Authority's and State Civil Service Commission's established criteria for meritorious service and seniority.
- The absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting.
- The Civil Service rules state that an employee may not be considered for promotion if the last scheduled performance was "unsatisfactory" or "otherwise failed to meet standards."
- An applicant must have a minimum of one year of unbroken classified service in the next lower class (es) by the closing date of the posting.

HOW TO APPLY:

**A completed Application Form SCSC-1, detailing functional work experience must be received or postmarked no later than December 15, 2017 to be considered.** Send completed application materials to: Housing Authority of the City of York -- Attn: Susan Paiva, HR Manager  
31 South Broad Street, York PA 17403. Phone number is 717-845-2601, extension 1124.

Employees requiring additional information regarding this position shall contact Susan Paiva or Regina Mitchell.

You are further advised that the Pennsylvania State Civil Service Commission promulgates the eligibility requirements.

There shall be no discrimination against employees or applicants for employment on account of race, creed, color, age, national origin, sex, or any political or union affiliations.

No qualified handicapped person shall on the basis on handicap, be subject to discrimination in employment. The Administrative Officer is designated as the 504 compliance Officer for the Housing Authority of the City of York. If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require.

**EQUAL OPPORTUNITY EMPLOYER**

**MERITORIOUS SERVICE AND SENIORITY POLICY**

MERITORIOUS SERVICE

The absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting and in last overall performance evaluation no "unsatisfactory" or otherwise "fails to meet standards".

SENIORITY

A minimum of one year in the next lower class (es) by the closing date of the posting.

IMPORTANT:

The Civil Service Rules state that an employee may not be considered for promotion if the last scheduled performance evaluation was "unsatisfactory" or "otherwise failed to meet standards."