



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Property Manager (Local Government)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$33,249.00 - \$56,698.00 Annually
JOB TYPE: Civil Service Permanent Full-Time
DEPARTMENT: Local Government
LOCATION: Fayette County
OPENING DATE: 10/12/18
CLOSING DATE: 10/25/18 11:59 PM
JOB CODE: L0141
POSITION NUMBER: 80010742

BUREAU/DIVISION CODE: 88327220
BUREAU/DIVISION: CS Fayette Co Housing Auth
WORKSITE ADDRESS: 624 Pittsburgh Road
CITY: Uniontown
ZIP CODE: 15401
CONTACT NAME: Trudy Dinardo
CONTACT PHONE: 724-434-2114
CONTACT EMAIL: tad@faycha.org

THE POSITION:

1. Are you looking for an exciting and rewarding career opportunity? Are you detail oriented and take pride in your work? Do you have property management experience and enjoy helping others while making a positive difference in the community? If so, this is the place for you! Come join our team at the Fayette County Housing Authority!

IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS, AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

- Full-time employment

DESCRIPTION OF WORK:

As a Property Manager, you will be responsible for the overall management of Public Housing and the strict adherence to HUD regulations. Our mission is to provide, promote, maintain, manage and develop affordable and safe assisted housing for residents of Fayette County, and to do so with a commitment to the highest standard of customer service and integrity.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Qualifications:

- Must meet [PA residency requirement](#)
- **Minimum Experience and Training Requirements** - Three (3) 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 (1) year as an Assistant Property Manager or Assistant Section 8 Coordinator; OR two (2) years as a Management Aide.
- Must be able to perform essential job function

Veterans: Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov.

EXAMINATION INFORMATION:

- **Score valid for this specific posting only**
- Score based on information reported on application and supplemental questions
- Provide complete and accurate information or:
 - score may be lower than deserved
 - application processing may be delayed
 - disqualification may result
- May only test once under this announcement
- Email notice of test results provided

Further information on testing, assistance for persons with disabilities, veterans' preference, and other items can be obtained from:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

Internet: <http://www.scsc.pa.gov/>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.employment.pa.gov>

Position #CS-20180957-L0141
PROPERTY MANAGER (LOCAL GOVERNMENT)
SE

OUR OFFICE IS LOCATED AT:

613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Property Manager (Local Government) Supplemental Questionnaire

- * 1. How many years of experience do you have 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 do you possess?

- 3 + years
 2 - 3 years
 1 - 2 years
 Less than one year
 None

- * 2. CS-MET If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- * 3. CS-INSTRUCTIONS - You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application, or result in a lower-than-deserved score or disqualification. You may attach a resume, but you must also complete the application and answer the supplemental questions.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

Yes

- * 4. **WORK BEHAVIOR 1 –ISSUING WARNINGS AND HEARINGS**

Conduct and/or attend information tenant hearings in an effort to resolve complaints (children causing trouble, radio too loud, etc.); listen to the information supplied by all parties and witnesses involved in the complaint; issue a verbal and possibly a written warning to the parties at fault; document proceedings and enter in tenant's file. Initiate eviction proceedings after verbal and written warnings have failed to resolve the problem (non-payment of rent, disturbing other tenants, etc.), which involves completing eviction forms at district magistrate's office, and testifying at a formal hearing before the district magistrate.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience conducting or attending tenant hearings to resolve complaints, issuing verbal or written warnings to tenants, documenting proceedings in file, initiating eviction proceedings including completing required forms, and testifying at a formal eviction hearing.
- B. I have experience conducting or attending tenant hearings to resolve complaints, issuing verbal or written warnings to tenants, and documenting proceedings in file.
- C. I have experience issuing verbal or written warnings to tenants and documenting in file.
- D. I have NO experience related to this work behavior.

* 5. **WORK BEHAVIOR 1 – ISSUING WARNINGS AND HEARINGS (continued)**

In the text box below, please describe your experience as it relates to the level of performance you claimed on Work Behavior 1. Please be sure your response addresses the four items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer(s) where you gained this experience
2. Your specific duties and responsibilities with tenant or eviction hearings including documentation
3. Your specific duties and responsibilities with issuing warnings
4. Your specific duties and responsibilities completing eviction forms

* 6. **WORK BEHAVIOR 2 –SUPERVISE STAFF AND WORK**

Supervise housing authority staff such as clerk typists, housing inspectors, management aides, maintenance staff, etc., which involves assigning work; reviewing work for completeness and accuracy; and explaining changes in HUD policies and procedures.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience supervising various staff including assigning work, reviewing work for completeness and accuracy, and explaining policy and procedure changes.
- B. I have experience supervising various staff including assigning work and reviewing work for completeness and accuracy.
- C. I have experience as a lead worker reviewing others work for completeness and accuracy.
- D. I have NO experience related to this work behavior.

* 7. **WORK BEHAVIOR 2 – SUPERVISE STAFF AND WORK (continued)**

In the text box below, please describe your experience as it relates to the level of performance you claimed on Work Behavior 2. Please be sure your response addresses the three items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer(s) where you gained this experience
2. Your specific role (supervisor, lead worker, etc.)
3. Your specific duties and responsibilities for assigning and reviewing work, explaining policy changes, etc.

* 8. **WORK BEHAVIOR 3 –STAFF MEETINGS**

Discuss problems, policies, procedures, and recommendations with the Executive Director and other Housing Authority Staff at periodic meetings to facilitate the management, operations and improvement of the housing project(s) under their control.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience discussing problems, policies, procedures, or recommendations with senior staff and other staff at meetings to facilitate the management, operations, and improvement of housing projects.
- B. I have experience discussing problems or recommendations with staff at meetings to facilitate the management, operations, or improvement of housing projects.
- C. I have attended staff meetings where problems, policies, procedures, or recommendations were discussed with staff to facilitate the management, operations, or improvement of housing projects.
- D. I have NO experience related to this work behavior.

* 9. **WORK BEHAVIOR 3 – STAFF MEETINGS (continued)**

In the text box below, please describe your experience as it relates to the level of performance you claimed on Work Behavior 3. Please be sure your response addresses the four items listed below. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer(s) where you gained this experience
2. Who was involved in discussion at meetings
3. Topics being discussed
4. Your specific duties and responsibilities

* Required Question