

**HOUSING AUTHORITY**  
of the  
**COUNTY OF MONTEREY**

June 2001  
HACM.

**MIGRANT CENTER MANAGER**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Plan, organize, direct, supervise, and coordinate the operations and maintenance of Authority's King City Migrant Center and coordination of the maintenance of activities of the senior complexes in King City and Greenfield. Is responsible for the day-to-day administration of rules and regulation of the Migrant Center and the maintenance and rehabilitation of Migrant Center units. Assists the Area Manager in the development and implementation of Authority programs and requirements.

**DISTINGUISHING CHARACTERISTICS:**

This classification is responsible for the implementation of the Authority's Migrant Center housing and maintenance programs and the maintenance program at each of the Authority's south county senior complexes. Assists in the determination of eligibility for access to the Migrant Center and the issuance and administration of certificates and vouchers for program housing. The classification is responsible for the effective, efficient, and fair day-to-day administration and operation of the assigned Migrant Center program.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Regional Housing Manager. The classification exercises direct and general supervision over Maintenance Worker, Maintenance Aid, and other personnel, as assigned.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Assist in the development of goals, objectives, policies, and priorities for the operation of the Migrant Center
- Plan, organize, direct, coordinate, and conduct and supervise the day-to-day operation and maintenance of the King City Migrant Center and the maintenance of the senior complexes in King City and Greenfield.

- Administers policies of the Authority and supervises and conducts the rental and occupancy of units. Collect rents and is accountable for funds and the inspection of units. Inspect Migrant Center residences to determine appropriateness of charges to residents for damage of equipment and/or facilities.
- Administers the rules and regulations concerning preference for former residents in good standing.
- Undertake the pre-qualification and qualification of Migrant Center residents for the coming season. Conduct lottery among qualified applicants for available vacancies.
- Explain and enforce rules and regulations of the Migrant Center. Process residents in an out of the Migrant Center. Respond to requests, complaints, and/or inquiries from residents or the general public.
- Conduct tenant counsel meetings as needed and serve as advisor to the tenant counsel.
- Plan, direct, supervise and participate in the maintenance and upkeep of all Migrant Center units, facilities and equipment. During the absence of residents, perform rehabilitation of Migrant Center units in preparation for the next residential season.
- Instruct subordinate employees in maintenance skills and in the accomplishment of necessary tasks. Supervise Community Workers and alternative workers sent by the County to assist with week abatement and other activities. instruct all employees and assignees in the job safe practices associated with their assigned work.
- Administer and monitor the OMS budget according to Authority rules and regulations. General all requisition for purchase of materials and equipment used at the Migrant Center of in conducting maintenance activities at the senior complexes.
- Plan and coordinate the maintenance of the senior complexes of the south county. Respond to work orders and dispatcher instructions. Perform necessary maintenance work with crew capabilities, including groundskeeping work.
- Independently perform the most difficult maintenance functions.
- Supervise subordinate level personnel. Utilize court referred work alternative workers.
- Prepares and/or supervises the preparation of monthly activities and status reports.
- Assist applicants in completing prescribed application and declaration forms; reviews applicant declarations and required documentation for completeness and consistency.
- Respond to and resolve issues pertaining to area programs. Advise Assistant Director of Housing Operations, in a timely manner, on necessary actions, problems, requirements, or operational issues, resolving those problems with his/her scope of responsibility, and recommending solutions to problems outside his/her scope.
- Serve as a policy and program advisor to the Regional Housing Manager regarding management and operations issues and other matters.
- Supervise the preparation of or personally prepare monthly activities and status reports.
- Participate in the selection of staff. Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and timecards.
- Maintain contact with Authority department, community representatives, other migrant centers within the state for information, advice, and services.
- Maintain regular and consistent attendance.

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and practices of public or assisted housing management and administration. Provisions of the State Office of Migrant Services (OMS) program and the eligibility requirements for migrant housing programs. Public housing rehabilitation and development programs and practices. Principles and practices of managing rental property. Principles and practices of supervision. Practices and materials used in maintenance and repair of buildings and facilities. Principles and practices of interviewing, record keeping, and reporting. Principles of supervision and training. Local social services agencies and their programs and their availability. Public housing laws, program and agency rules, regulations, standards and the local housing market. Maintenance principles as they pertain to rental housing units.

Ability to – Plan, organize, coordinate, direct, and monitor programs and projects in an efficient and effective manner. Supervise the work of assigned subordinate personnel. Maintain confidentiality. Read, analyze, and interpret blueprints, working drawings, and specifications. Comprehend and interpret rules, regulations, and laws. Establish and maintain effective working relationships with the community and others contacted in the course of work. Communicate complex ideas clearly and effectively both orally and in writing. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority. Possession of, or the ability to obtain, appropriate and valid Farmers' Home Administration Certification.

Physical Abilities and Work Environment – Must have the ability to drive automotive and other motorized equipment, sit for lengthy periods of time, walk over uneven ground, stretch, bend, climb stairs and ladders, work at heights and operate keyboard equipment. Work is conducted in both indoor and outdoor environments, with exposure to noise, dust, smoke and gases. Lift up to 100 lbs.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- The employee is expected to live on site and be available on-call 24 hours per day. The employee is expected to be present to ensure security and upkeep.

- Employment is conditional upon successfully passing a physical examination and drug testing in accordance with Authority policy.

- Bilingual fluency in English and Spanish is required.
- Be insurable by the Housing Authority's insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Two (2) years of increasingly responsible experience in a position providing housing, social, or community services or a public assisted housing agency directly supporting daily housing and maintenance operations. Such experience should include one (1) years of supervisory experience.

Education – Graduation from an accredited high school or possession of an equivalent certificate or diploma recognized by the State of California, supplemented by college level courses in social services, business administration, or related field. Possession of an associate degree from, or two full academic years of study at an accredited college or university with a major course work in social science, behavioral science, business administration, or a related field is desirable.