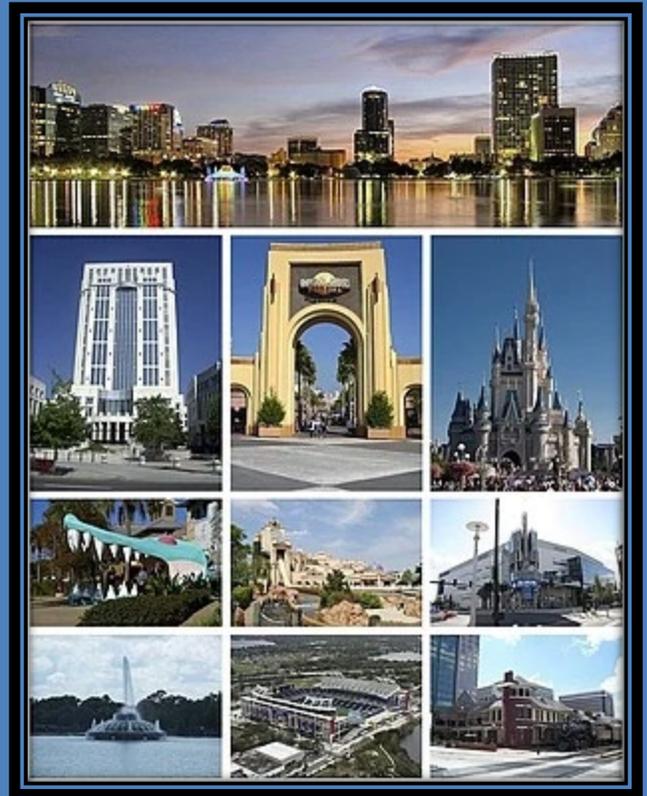




Public Housing Manager Orlando, FL



Gans, Gans & Associates

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Established in 1938, the Housing Authority of the City of Orlando (OHA) is an independent public corporation, funded primarily by the United States Department of Housing and Urban Development (HUD). OHA is governed by a seven-member Board of Commissioners appointed by the Mayor of the City of Orlando. It is managed by a President/CEO. OHA is not a city Agency.

The OHA operates with three primary goals:

- To assist low income individuals and families by providing “to rent” housing units in either the public or private housing markets through Section 8 and Public Housing;
- To manage and maintain its housing and each community’s public space; and
- To provide residents with programs and opportunities that promote social and economic enrichment.

Mission

To offer a choice of safe and affordable housing options and opportunities for economic independence for residents of Orlando and Orange County. In accomplishing this mission The Orlando Housing Authority (OHA) has again been declared as a High Performer for the sixth year by the Housing and Urban Development.

Position Summary

Under limited supervision, performs professional, administrative, and supervisory work in supervising, directing, and administering activities and functions of the Public Housing Department. Work involves ensuring compliance with all applicable policies, procedures, rules, regulations, and requirements. Reports to Public Housing Director.

Essential Functions

- Supervises site employees which involves such duties as instructing, assigning and reviewing work, and maintaining standards.
- Supervises and conducts performance evaluation on assigned staff.
- Trains staff members.
- Conducts staff meetings; provides feedback.
- Prepares and submits time sheets on all assigned employees.
- Moves tenants in and out of public housing.
- Conducts final walk through of property before a move in and final inspection when occupants move out to assess damages.
- Counsels tenants on resident responsibilities.
- Performs the collection of rent and prepares the deposit of rents collected.
- Address tenants concerning rents due.
- Charge tenant’s late fees for payments made after the due date.
- Conducts annual re-examinations on tenants.
- Prepares and delivers eviction notices.
- Implements actions to begin eviction process; provides witness testimonies during judicial proceedings.
- Meets with law enforcement agents to resolve criminal activities in the complex.
- Monitors and assures curb appeal meets standards.
- Conducts daily walk through of property to assure safety and cleanliness of common areas and grounds.
- Take work orders called by tenants; enters work orders into the computer.
- Monitors work order status to assure repairs and preventative maintenance is timely.
- Check and verify randomly completed work orders.
- Works with the resident association to expeditiously resolve complaints and concerns.
- Meets with tenants one on one and in groups to resolve conflicts and issues.
- Approves and/or disapproves installations of ceiling fans, cable television, and telephone.
- Counsels and motivates tenants on the importance of obtaining and maintaining employment.
- Interacts and communicates with various groups and individuals such as the Public Housing Director, tenants, police, children and families, child support organizations, banks, and the general public.
- Tags and arranges tow for vehicles that are in violation of the Orlando Housing Authority parking policy.
- Maintains a petty cash fund.
- Gathers and enters data in the computer.
- Order supplies.
- Requests public records.
- Reviews daily, weekly, monthly, and quarterly reports.



- Receives and/or reviews various records and reports, including EIV, 1722, employment verification form, TANF letters, and child support forms.
- Prepares and/or processes various records and reports including DSO, monthly performance report, site activity report, UVL, and daily vacancy report.
- Refers to accounts receivable balance, UVL, work order monthly report, 50058, tenant file, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc.
- Operates a variety of equipment such as a computer, telephone, printer, etc.
- Uses general office and computer supplies. Uses a variety of computer software such as, ECS, Microsoft Office, etc.

Additional Job Functions

- Performs general administrative/clerical work as required, including, but not limited to, attending and conducting meetings, preparing reports and correspondence, copying documents, compiling data for reports, etc.
- Performs other tasks as required. The above-listed duties are only illustrative and are not intended to describe every function, which may be performed, by this position. The omission of specific statements does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

Education, Experience & Requirements

- Requires a bachelor's degree in Business Management, Psychology, or Public Administration.
- Nine to twelve (9-12) months of responsible administrative experience in public housing or related field.
- Must have or be able to obtain certification as a Public Housing Manager.
- Must reside within 25-mile radius of OHA Central Office.
- Requires possession and maintenance of a valid Florida driver's license.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Diane Martin-Johnson
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Orlando is the county seat of Orange County. Located in Central Florida, it is the center of the Orlando metropolitan area, which had a population of 2,134,411 at the 2010 census, making it the 26th largest metropolitan area in the United States, the sixth largest metropolitan area in the Southern United States, and the third largest metropolitan area in the state of Florida. In 2010, Orlando had a city-proper population of 238,300, making it the 77th largest city in the United States, the fifth largest city in Florida, and the state's largest inland city.

Orlando is nicknamed "The City Beautiful" and its symbol is the fountain at Lake Eola. Orlando is also known as "The Theme Park Capital of the World" and its tourist attractions draw more than 57 million tourists a year, including 4.1 million international guests. The Orlando International Airport (MCO) is the thirteenth busiest airport in the United States and the 29th busiest in the world.

As the most visited American city in 2009, Orlando's famous attractions form the backbone of its tourism industry: Walt Disney World Resort, located approximately 21 miles southwest of Downtown Orlando in Lake Buena Vista, opened by the Walt Disney Company in 1971; the Universal Orlando Resort, opened in 1999 as a major expansion of Universal Studios Florida; SeaWorld; Gatorland; and Wet 'n Wild. With the exception of Walt Disney World, most major attractions are located along International Drive. The city is also one of the busiest American cities for conferences and conventions.

Like other major cities in the Sun Belt, Orlando grew rapidly during the 1980s and into the first decade of the 21st century. Orlando is home to the University of Central Florida, which is the second-largest university campus in the United States in terms of enrollment as of 2012. In 2010, Orlando was listed as a "Gamma-" level of world-city in the World Cities Study Group's inventory. Orlando ranks as the fourth most popular American city based on where people want to live according to a 2009 Pew Research Center study.

Entertainment and performing arts

The hip hop music, metal, rock music, reggaeton and Latino music scenes are all active within the city. Orlando is known as "Hollywood East" because of numerous movie studios in the area. Major motion picture production was active in the city during the mid-to-late 1990s but has slowed in the past decade. Probably the most famous film-making moment in the city's history occurred with the implosion of Orlando's previous City Hall for the movie *Lethal Weapon 3*. Orlando is now a large production center for television shows, direct-to-video productions, and commercial production. In early 2011, filmmaker Marlon Campbell constructed A-Match Pictures and Angel Media Studios; a multi-million-dollar film and recording facility that has been added to the list of major studios in the city.

The Florida Film Festival which takes place in venues throughout the area is one of the most respected regional film festivals in the country and attracts budding filmmakers from around the world. Orlando is very popular among independent filmmakers. Orlando's indie film scene has been active since Haxan Film's *The Blair Witch Project* (1999) and a few years later with Charlize Theron winning her Academy Award for *Monster* (2003). A Florida state film incentive has also helped increase the number of films being produced in Orlando and the rest of the state. The Orlando Metropolitan Area is home to a substantial theater population. Several professional and semi-professional houses and many community theaters include the Central Florida Ballet, Orlando Ballet, Orlando Shakespeare Theater, Orlando Repertory Theatre, Mad Cow Theatre, and IceHouse Theatre in Mount Dora. Additionally, both University of Central Florida and Rollins College (Winter Park) are home to theater departments that attract an influx of young artists to the area.

The Bob Carr Performing Arts Centre had hosted national Broadway tours on a regular basis. This venue was built in 1926 and underwent a major renovation in 1974. While waiting on the completion of Phase II construction of the Dr. Phillips Center for Performing Arts, the newly designated Bob Carr Theater will continue to host non-Broadway events.

Education

Public primary and secondary education is handled by Orange County Public Schools. Some of the private schools include Orlando Lutheran Academy, Forest Lake Academy, The First Academy, Trinity Preparatory School, Lake Highland Preparatory School, Bishop Moore High School and Orlando Christian Prep.

Higher education

State universities

University of Central Florida

Florida A&M University College of Law

State colleges

Valencia College

Seminole State College of Florida (Sanford, Oviedo, and Altamonte Springs)

Sports

Orlando is the home city of two major league professional sports teams — the Orlando Magic NBA team, and since 2015, the Orlando City SC of Major League Soccer.

Orlando also has two minor league professional teams — the Orlando Predators Arena Football League team, and the Orlando Solar Bears ECHL ice hockey team. Orlando also hosts the UCF Knights college athletics teams.

Orlando's sports teams have collectively won two Arena Bowls, two titles in ice hockey, three titles in minor league baseball, and two titles in soccer.