



County Administration Buildings  
Belleville, Ontario

## Assistant Manager of Housing Operations

The Community and Human Services Department has an immediate opening for a permanent full-time **Assistant Manager of Housing Operations** in Belleville. This is a Non-Union position reporting to the Manager of Housing Services. The Assistant Manager is responsible for ensuring the effective and efficient tenant and community relations, financial management, and the day to day operations in the provision of safe, modest and affordable County owned housing within the scope of an approved budget and relevant provincial and municipal legislation, regulations, and policies governing the operation of social housing. The position includes the direct supervision and ongoing performance management of staff within the Housing Operations. This position will contribute to the development of other Housing Services policies, ensure that mechanisms are in place for the effective tenant and community relations and assist in the resolution of tenant issues as required. The Assistant Manager of Operations will monitor and report on rent and arrears calculations and collection. The position will collaborate with divisional, departmental and corporate colleagues to assist in providing integrated effective and efficient service delivery.

In addition, the position will provide input to Housing Services Facilities Management on maintenance and capital project needs and collaborate on project implementation. The Assistant Manager will provide regular support and direction to both Community Relations and Property Supervisor staff in the delivery of all programs and services around legislation, local policy, and program developments. The position will also support the Manager, Housing Services by contributing to the development, monitoring and reporting on key performance indicators for Housing Services and by contributing to Housing Services' planning, organizational development and operation success as a member of the management team.

The position will protect own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. The position follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and County Policies.

Candidates must have a University Degree or College Diploma in Social Sciences, Business Administration or Public Administration. Candidates must possess an in-depth knowledge of provincial legislation: The Housing Services Act, 2011 and the Residential Tenancies Act. A minimum of five years' management experience in the housing field is preferred. A designation from a recognized housing administration educator (such as the Institute of Housing Management) is an asset. Expected proficiency in the use of computer software applications and programs with knowledge of the Yardi Management Solutions Software is an asset.

Candidates must possess excellent interpersonal and leadership skills, strong planning and coordination skills, effective written and oral communications skills, solid organizational and time management skills. They must have the ability to maintain a high degree of confidentiality at all times, work well under pressure and apply discretion and sound judgment in the areas of problem-solving and decision-making. The ability to multi-task and change priority and focus quickly is imperative.

A valid driver's license is required.

Salary Range: \$73,834.00 per annum - \$86,355.00 per annum with excellent fringe benefits.

Applications for this position will be received in the Human Resources Department until **4:30 p.m. on Friday, September 9<sup>th</sup>, 2016.**

Human Resources Department  
County of Hastings  
235 Pinnacle Street  
Belleville, Ontario K8N 3A9

**Please forward applications to:** [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

*The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*