

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC**  
P.O. Box 52025  
JACKSONVILLE, FL 32201  
(904) 398-7472

ANNOUNCEMENT FOR THE POSITION OF:  
**HOUSING MANAGER – Duval County**

| SALARY RANGE                 | DEPARTMENT                    | HOURS                      | OPEN DATE FOR APPLYING      | LAST DAY TO APPLY           |
|------------------------------|-------------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>\$27,988<br/>ANNUALLY</b> | <b>Housing<br/>Department</b> | <b>Mon-Fri<br/>8am—5pm</b> | <b>Tuesday<br/>09/07/10</b> | <b>Tuesday<br/>09/21/10</b> |

**IF YOU HAVE A DISABILITY THAT REQUIRES ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE LET US KNOW AT THE TIME OF MAKING THE APPLICATION.**

**\*NOTE TO APPLICANTS: IF YOU ARE UNABLE TO COMPLETE THE APPLICATION PROCESS IN PERSON, PLEASE MAIL YOUR APPLICATION DIRECTLY TO:  
NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.  
P. O. Box 52025  
JACKSONVILLE, FL 32201  
ATTN: HUMAN RESOURCES**

**QUALIFICATIONS:**

Degree in Administration or related field or a minimum of five years of responsible experience in housing related programs, administration or community action, social work or related fields; Must have experience in working with the poor and disadvantaged and making public presentations; Computer knowledge required and Federal Alliance for Safe Homes (FLASH) Certification preferred, but not required.

**DUTIES:**

- ◆ Manages the production of housing units to achieve program outcomes.
- ◆ Responsible for the overall supervision of staff and coordination of Housing Rehabilitation and Weatherization activities.
- ◆ Responsible for the coordination and preparation of program reports as required.
- ◆ Coordinates all Housing Rehabilitation and Weatherization program workshops with contractors, clients and the general public.
- ◆ Provides and coordinates in-service orientation and on-going training to program staff and holds staff accountable for quantity and quality of work performed.
- ◆ Submits proper documentation to the Fiscal Department for executing payment from program accounts.
- ◆ Ensures that accurate records are maintained on all program operations.
- ◆ Monitors the daily activities in the Housing Rehabilitation and Weatherization Department.
- ◆ Maintains a total overview of program operations, keeps administration apprised of problems as they may develop, recommends solutions to problems and implements solutions.
- ◆ Develops efficient and effective internal program procedures to ensure compliance with federal, state and local regulations and segregation of duties.
- ◆ Mobilizes community resources to compliment supplement services and programs provided by NFCAA. Attends housing related meetings to coordinate services.
- ◆ Operates and administers the Blower Door apparatus used to depressurize homes and determine infiltration of air into homes.
- ◆ Reviews readings from the Blower Door and processes entries into NEAT (National Energy Audit Test) to determine what repairs are necessary and costs of repairs on homes.
- ◆ Develops and maintains cooperative working relationships with community service organizations to strengthen program activities.
- ◆ Assists in the development of alternative funding sources in the public and private sectors to augment other housing related programs.
- ◆ Drives company van to sites on a regular basis.
- ◆ Performs other job related duties as they may be assigned.

**NOTE:** Applicants must meet the minimum requirements for this position. The application must be submitted to the Human Resources Department by the closing, along with all other documents if required; (i.e., copies of college degrees, college transcripts, certificates, diplomas, professional registration, etc.) Applications can be faxed to (904)398-7480.