

GHURA



Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudad Guahan
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JOB ANNOUNCEMENT

**OPEN AND PROMOTIONAL COMPETITIVE
TO ESTABLISH A LIST FOR THE POSITION OF
(SUBJECT TO AVAILABILITY OF FUNDS)**

TITLE: PROPERTY SITE MANAGER (2.182) (Classified Limited-Term*)	Announcement No.: 003-25
SALARY: Pay Grade "PH4" Open: Step(Substep) 1(A) - 10(A) \$74,306 - \$130,970 Per Annum Promotional: Step(Substep) 1(A) - 20(A) \$74,306 - \$245,848 Per Annum (100% Federally Funded)	Opening Date: February 14, 2025 Closing Date: April 18, 2025
DIVISION: Public Housing (AMP4)	

***PURSUANT TO Public Law 28-187 (codified as Title 4 GCA §4103(g)):**

"A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

NATURE OF WORK:

This is complex supervisory and professional property management work involved in the physical (maintenance), fiscal and regulatory operations of the Housing Authority's site management.

Employees in this class performs complex areas of responsibility to include oversight of housing specialists, maintenance personnel and service providers, on-site inspections, compiling operating budgets, file audits and housing asset development; to compile, analyze and present data and reports; to ensure compliance with financing obligations; and to perform a variety of professional duties relative to assigned areas of responsibility.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Six (6) years of progressively responsible experience in housing services, case management, housing counseling, residential/commercial property management and eligibility and/or social work; and graduation from a recognized college or university with a bachelor's degree in public or business administration, behavioral, social science or related fields; property or real estate management; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS pursuant to Title 4 GCA §4101(c): "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job."

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

PURSUANT TO Title 4 GCA §4203.3(a): "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam."

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Monitor, coordinate, and oversee the physical, fiscal, and regulatory operations of the Housing Authority's housing assets and site properties; areas of responsibility include oversight of management agents and service providers, on-site inspections, negotiating leases, compiling operating budgets, file audits and housing asset development.

Conduct site inspections to determine the physical condition and results of property maintenance activities; review property curb appeal; determine quality of rent ready units and maintenance group or service provider performance to ensure properties are well maintained and meet Housing Authority standards; assess, schedule, and oversee capital improvement and/or maintenance requirements.

Oversee property management operations to ensure optimum unit performance; track maintenance issues to ensure they are resolved in a timely and cost effective manner; track occupancy reports; review and approve marketing plans, rental rates and leasing incentives; evaluate property management or service provider performance and recommend corrective action as required; compile data and present reports.

Monitor the financial status of assigned properties; compare future unit projections with past performance; determine utility increases; collect, compile, and present rent comparability reports; determine market trends on occupancy levels in comparable housing; compile annual operating budget.

Monitor occupancy levels in Housing Authority housing assets and comparable units to ensure a continued awareness of market trends; provide assistance to property managers and managing agents in identifying and resolving occupancy issues.

Review monthly reports and financial statements for each property; analyze performance against annual operating budget; research variances to determine reasons for discrepancies; recommend and initiate operational changes in order to meet performance projections.

Perform other related duties and responsibilities as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operations, services, and activities of a housing asset, residential/commercial property management program.

Knowledge of general accounting and financial principles and practices.

Knowledge of methods and techniques of negotiating and administering contracts and leases.

Knowledge of principles and practices of budget development and administration.

Knowledge of principles and practices of leasing and maintaining housing and rental units.

Knowledge of the principles and practices of assessing market conditions, trends, unit comparability, and rental rate.

GHURA IS AN EQUAL OPPORTUNITY EMPLOYER



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Knowledge of human services.

Knowledge of personal computers and related software.

Ability to supervise the work of others.

Ability to apply, interpret, and make decisions in accordance with federal and local laws, rules and regulations, policies, and other appropriate guidelines.

Ability to gather, analyze, draw valid conclusions and recommends changes in techniques, procedures, and practices to enhance effectiveness.

Ability to accurately perform mathematical computations.

Ability to accomplish multiple assignments simultaneously.

Ability to communicate with clients, landlords, and federal agencies both orally and in writing.

Ability to work independently.

Ability to prepare written and verbal reports.

EXAMINATION REQUIREMENTS

A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position.

SECTION 3 PREFERENCE

Applicants who are recipients of the Section 3 covered assistance, and who are low income and very low income, shall be given preference credit to jobs within the Authority for which they have applied and are qualified. Such preference shall be applicable only in selection for initial employment (does not apply to subsequent applications for employment in the government after separation).

VETERANS PREFERENCE

Applicants claiming veterans' preference credit are required to provide a copy of their DD Form 214 (**Certificate of Release or Discharge from Active Duty**). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

DISABILITY PREFERENCE

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION and CERTIFICATION

Applicants claiming educational degrees or credit hours are required to submit original official or verified copies of university/college transcripts, high school diploma, GED certificate, or apprenticeship program certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

INTERVIEWING PROCEDURE

A panel of interviewers designated by the Executive Director will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (**regardless of duration of stay**) must inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (**if off-island**), will be scheduled by the appointing authority, or his designee, for all eligibles referred via certification. Individuals with disabilities who require special accommodations should contact the Human Resources Division prior to any scheduled examinations or interviews.

DRUG SCREENING TEST

Pursuant to GHURA's Drug Free Work Place Policy, as adopted by the Board of Commissioners on August 16, 1995: **"ALL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT."**

REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION

If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION:

If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY

The Government of Guam – Employment Application-Form A can be downloaded from the GHURA website at www.ghura.org. All interested applicants must complete a "Government of Guam – Employment Application-Form A", and submit to the Human Resources Division **on or before 5:00 p.m., FRIDAY, APRIL 18, 2025**. Please call 300-8432 / 475-1419, or email kbersamin@ghura.org / congklungel@ghura.org to pre-arrange a specific time during normal business hours to drop off your application on or before the closing date.

IMPORTANT INFORMATION

Title 8 USC Section 1324A requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

FOR MORE INFORMATION

Contact telephone number 300-8432 or 475-1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


ELIZABETH F. NAPOLI
Executive Director 