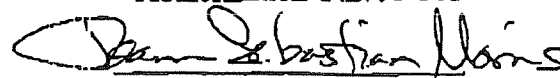


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Category 1105Exc. Qual. Std. 051ADate Approved 12-16-98Authorization P.L. 95-561  
Director, BIA/Indian Education**Housing Technician/Manager****Categorical Pay Levels:**

Minimum Pay Level: 01

Maximum Pay Level: 03

**Description of Work:**

Develops the agency or school budget for the quarters improvement and repair (QI&R) program, ensuring that all quarters receipts are expended properly. Conducts annual meetings with renters, principals and school boards to discuss quarters' issues. Schedules, monitors and conducts quarters inspections; inventories property assigned to quarters; ensures that deficiencies are entered into the backlog for future planning; and recommends appropriate corrective measures in such areas as maintenance, repairs, assignments or furnishings and equipment. Develops housing manuals/rules for issuance by the Agency Superintendent for Education and/or Agency Facilities Managers. Coordinates the housing committee, taking into account any negotiated labor agreement requirements. Ensures current rental rates are collected for Government housing and maintenance activities; prepares necessary forms to collect/withhold rent; and prepares annual cost of living rent adjustments; and may conduct or arrange for periodic comparability housing surveys.

**Level of Responsibility:**

Level 01 - The Housing Technician is responsible for completion of necessary forms, inspections and coordination of maintenance and repair requests for a school under the supervision of the principal; the work involves the performance of specific, routine assignments, occupancy and termination functions as a service to tenants and involves a limited variety of tasks selected for training purposes; or assists the Agency Quarters Managers in conducting parts of the housing program. The work is normally performed under the close guidance of a higher level housing manager.

Level 02 - The Housing Technician is responsible for local housing management, which involves a variety of assignments usually related to occupancy, maintenance, and termination activities and works under the guidance of a higher level housing specialist or housing managers; the work normally involves the performance of standard housing management functions that compose several segments of a broader project or program assignment; including the development of housing policies for the local school under the supervision of the principal; or serves as an assistant to the Agency Quarters Manager in a large agency.

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Level 03 - Serves as Agency Quarters Manager with responsible for administering the housing program for the entire agency, including assisting/training any local school quarters technicians/managers in their agency; and managing the operating and utilization of housing facilities and other assets.

Basic Experience and Education Requirements:

- Level 01 High School Diploma or GED.
- Level 02 High School Diploma or GED and a minimum of three years of related experience. OR  
60 semester hours in related subjects and one year of related experience.
- Level 03 High School Diploma and minimum of six years related experience. OR  
Bachelor Degree in related field and 2 years of related experience.

Degree may be in any field of business, education or other areas as long as it indicates an ability to develop budgets, understand facilities management and/or work cooperatively with other people in resolving problems.

Qualifying experience will be in administration, property management or other experience related to the position, including at least one year in a position related to housing management or budget development.

A valid driver's license is required and must be maintained as a condition of employment; failure to do so will result in dismissal from government service, as the position requires extensive driving between sites.

Physical Requirements:

Good distance vision in one eye and ability to read without strain printed material the size of typewritten characters are required, except that some positions may be suitable for persons who are deaf. Good hand and foot coordination required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for this position, though it may be necessary that this condition be compensated for by use of a satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.