

## **POSITION: HOUSING ASSISTANT**

### **BASIC FUNCTION OF POSITION**

Supervises all aspects of the Housing office to meet the residential and functional space needs of the mission. Identifies and maintains safe, secure and affordable residential housing and functional space for U.S. Direct Hire personnel and their families, and long-term official TDYers. Works closely with Post Occupational Safety and Health Officer (POSHO), Regional Security Office (RSO), local real estate agents, landlords and property management groups, to identify and maintain appropriate residential and functional space. Supports in the negotiation of leases from start-to-finish, ensuring that all required POSHO and RSO upgrades are completed prior to occupancy. Prepares all housing and leasing related correspondence and reports, manages the Real Property Application (RPA) database, drafts and submits Electronic Lease Waiver Requests (ELWRs) to Overseas Buildings Operations (OBO), tracks status of lease waivers, RSO and POSHO certifications. Supervises one Realty Assistant and one Housing Clerk.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Supervises all aspects of the Housing office to meet the residential and functional space needs of the mission. Identifies and maintains safe, secure and affordable residential housing and functional space for U.S. Direct Hire personnel and their families, and long-term official TDYers. Works closely with Post Occupational Safety and Health Officer (POSHO), Regional Security Office (RSO), local real estate agents, landlords and property management groups, to identify and maintain appropriate residential and functional space, ensuring that all required POSHO and RSO upgrades are completed prior to occupancy. Responsible from start-to-finish for identifying and leasing new residences and adding them to the housing pool. Identifies, locates and inspects new housing and functional facilities, assists with lease negotiations, advises on market trends in housing and pricing, maintains files. Coordinates with requesting offices on requirements for functional leases. Prepares all housing and leasing related correspondence, including letters of intent, lease agreements, lease term negotiations, termination letters and more. Manages the Real Property Application (RPA) database for all properties in Rangoon, Mandalay and Naypyitaw. Drafts and submits Electronic Lease Waiver Requests (ELWRs) to Overseas Buildings Operations (OBO) for review, and then tracks all lease related requirements, such as lease waiver status, RSO and POSHO certifications. Prepares quarterly Rental Benchmark reports and annual Leasehold Budget submission. Drafts letters of intent, lease agreements and revisions of amendments, ensuring compliance with Department of State inter-agency housing program, as well as mission specific policies. Drafts all documents required for utility upgrades, installations and connections, landlord corrective actions before acceptance of property, and follows up or completion of required work. Establishes and maintains information on Post housing pool, including photos and floor plans. Upon termination of lease, coordinates the return of all GSO units and utilities. Prepares all correspondence with landlords and utility companies, takes meter readings, following through on all arrangements until quarters are returned to and accepted by the landlords. (35%)
2. Exercises supervisory responsibility over two subordinate staff, including assigning and reviewing work performance, providing guidance and counseling, preparing performance evaluation reports, identifying training needs, recommending appropriate incentive awards/disciplinary action, approving/disapproving leave requests, and participating in recruitment and selection processes for new staff. (25%)

3. Establishes and maintains close relationships with landlords and apartment managers to ensure that they uphold their lease responsibilities for our leased housing. Coordinates with Facility Maintenance for repairs to government-owned housing and occasional assistance with repairs to leased residences. Manages customer inquiries and works with Finance on appropriate billing for leases-related charges. Works closely with Finance to draft and submit the annual Leasehold budget. (15%)
4. Oversees the preparation of residences (make-ready) for new tenants, including coordination with Facilities Maintenance and Property & Inventory. Coordinates overall schedule from departure of resident, through repairs and maintenance of either/both landlord and Facilities Maintenance, to issuance and placement of furniture, appliances and welcome kits in residences. Ensures new homes are clean, safe and ready for occupants, including utilities, appliances, and telephones. Contacts new arrivals to ensure all basic requirements are met in their new residence and conducts follow-up if necessary. Briefs new arrivals on inventory requirements and work order request procedures. Coordinates the collection of the "Housing Move-in Condition Checklist". Tracks outgoing personnel to conduct housing inspection and assists with residential inventory, including recommending assessment of damages (furnishings, walls, floors, gardens, etc.) prior to employee's departure and report's findings to A/GSO. (10%)
5. Prepares information for Inter-Agency Housing Board (IAHB) meetings, schedules monthly meetings and confirms attendance. Communicates regularly with IAHB on housing issues and real estate trends. Prepares orientation materials for the IAHB on the housing pool, including maps, photos, floor plans, etc. Maintains electronic database of all incoming/outgoing personnel. Edits and reviews Housing Handbook for leased apartments and single-family houses. Advises A/GSO on maximum space allowances for newcomers. Updates Housing Profile. (10%)
6. Other duties as directed by the AGSO, SGSO or Management Officer, including VIP visit support. (5%)