

Housing Assistant – N52-820-031

Basic Function of Position

The Housing and Leasing Coordinator is the deputy to the Housing and Leasing Supervisor and has sole responsibility for management of the make ready process for the consolidated housing pool and shared responsibility for leasing activities and housing portfolio development. Assists the General Services Officer (GSO) in managing the transfer season and make ready process, working closely with MGT, FAC, Landlords and assigned employees. Responsible for the preparation of residences for new tenants, including coordination of the issuance and placement of furniture, appliances and hospitality kits in residences. Works closely with the EFM Housing Coordinator to conduct a thorough walk-through to ensure water faucets, appliances and telephones are hooked-up and working properly utilizing a standard checklist, ensuring that new homes are clean and ready for occupants.

Major Duties and Responsibilities

A) Make Ready Management: 40% of time

- 1) Responsible for overall coordination and management of the Make Ready Process for 140+ new and existing properties, including the completion of scheduled maintenance, utility hook up, painting, cleaning, security upgrades, electrical and plumbing upgrades, furnishing and pest control.
- 2) Coordinates, publishes and executes the weekly make ready schedules in consultation with the Facilities Maintenance Unit, Property Warehouse and Supply section, Procurement, Regional Security Office, Financial Management Center and local vendors in order to meet ICASS standards, ensuring that newly arrived employees and families go directly into their permanently assigned home. Targeted performance of less than 5% of new arrivals going into a hotel for less than 30 days.
- 3) Coordinates with the Community Liaison Office, Human Resources and more than forty ICASS customer Agencies to gather information on newly assigned employees and departure dates for existing employees to develop departure and arrival schedules.
- 4) In consultation with the CLO, ensures that social and office sponsors are appropriately briefed and trained on their responsibilities, filling in where needed to ensure a proper welcome for all new arrivals.
- 5) Develops, reviews and prepares a welcome package to include the post housing guidebook, keys, gate remote controls, security alarm codes, bottled water and gas delivery instructions, and other "how-to" guides for the newly arrived employee.
- 6) Participates in the residential orientation visit to demonstrate how to operate the air conditioning units, electrical panel, electric gate, and how to turn-on or shut-off gas line and water shut-off valves. Shows location of safety items such as smoke alarms and fire extinguishers. Answers follow-up questions about housing issues and coordinates any additional make-ready work.
- 7) Schedules and conducts a pre-departure housing inspection and residential inventory, including recommending assessment of damages (furnishings, walls, floors, gardens, pool fence etc.) prior to employee's departure and reports findings to the Housing Officer. Serves as assistant Post Safety and Occupational Health Administrator for the inspection of residences.

B) Leasing and Contract Responsibilities: 30% of time

- 1) Will negotiate initial draft lease price, terms, and conditions of leases with prospective landlords for residential short term lease keeping the U.S. Government's best interest in mind.
- 2) Will be responsible for management of all lease renewals, amendments and terminations in a timely manner.
- 3) Shared responsibility with the Housing and Leasing Supervisor for drafting 125+ lease agreements to be signed by the GSO, including selected constituent posts for 148 total properties with an annual lease cost of more than \$15 million.
Serves as COR for selected leases, 50% of the \$15 million portfolio.
- 4) In consultation with the Leasing and Housing Supervisor, will exercise independent judgment of U.S. interests in dealing with homeowners, city government authorities, public work departments, and other government officials as needed. Maintains liaison with adjacent property owners to resolve disputes related to U.S. Government properties.

C) Portfolio Development: 15% of time

- 1) Works closely with and under the supervision of the Housing and Leasing Supervisor to review the evolving needs for residential housing, ensuring the necessary leasing actions are underway to secure an appropriate mix of houses and apartments in a timely manner, avoiding the need for temporary quarters.
- 2) Conducts research of the local real estate market to identify suitable commercial agents, and or residential and commercial properties for the purpose of entering into short term lease agreement of single family dwelling houses, apartments, warehouses, and offices for the U.S. Government.
- 3) Maintains close contact with local agents and other foreign missions to identify market trends, pricing and practices.

D) Housing Program Compliance: 10% of time

- 1) Ensures compliance with the Real Property Application (RPA) data integrity requirements, including accurate and timely submission of lease data as well as the uniform use of the model Lease, free of spelling and data errors.
- 2) Ensures compliance with Post Rental Benchmark program, E-Lease Waiver Program, and OBO measurement guidelines.
- 3) Initiates the drafting of electronic lease waiver requests to OBO seeking approval of leases, including requests for exceptions to 15 FAM space standards, leases over U.S. \$50,000 per year, or over 12 months payment in advance.

E) Housing and Leasing Office Supervision: 5% of time

- 1) Serves as back-up to the Housing and Leasing Supervisor and maintains shared responsibility for portfolio development and all leasing activity.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."