



NORTH DAKOTA CLASS DESCRIPTION

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 7020

TRAINING CENTER HOUSING MANAGER

GRADE L

SCOPE OF WORK:

Work activities involve managing the housing operations of the North Dakota National Guard Training Center.

DUTIES PERFORMED:

- Hire, train, supervise, and evaluate staff; schedule work according to facility needs.
- Manage non-appropriated billeting fund and accounts payable and accounts receivable; process payment vouchers for cleaning supplies, equipment, and services; reimburse state of North Dakota for employees' salaries and benefits.
- Research applicable military regulations to develop and implement housing policy.
- Manage housing operations consisting of over 240 beds in 37 buildings.
- Determine and collect housing fee in accordance with regulations.
- Coordinate housing usage with other elements of the North Dakota National Guard, state civilian organizations, and other Department of Defense military units.
- Identify and process applicable surcharges based on United States Purchasing and Fiscal Office policy.
- Develop and manage budget for replacement of furnishings and décor; develop specifications, accept proposals, and contract with vendors for furnishings and supplies.
- Ensure that safe operating procedures and risk management policies are followed.
- Request building and equipment repair from training center maintenance staff; inspect repairs.
- Inspect cleanliness of housing facilities for quality control; identify and procure necessary supplies and equipment to perform custodial duties; contract with local vendors for laundry service.
- Participate in interdepartmental coordination of activities and use of available labor and resources; provide technical guidance to other agency employees.
- Prepare and maintain required records and reports to efficiently operate the housing program to assure compliance with Federal and State requirements.
- Participate in logistic activities and issue supplies and equipment to customers.
- Serve as Secretary for the North Dakota National Guard Housing Management Council.
- Implement and follow established internal control/review programs that assure funds, property and other assets are safeguarded from fraud, waste, abuse, and mismanagement.
- Respond to inquiries from co-workers, customers, and the general public regarding the training center housing policies and procedures.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires six years of work experience in facility/housing management, which must include supervision of staff. College-level course work may substitute for the required work experience on a year-for-year basis.

Eff. Date: 10/74 – (as Executive Housekeeper)

Rev: 03/91 – Administrative factoring project

Rev: 03/98 – Rewritten in current format

Rev: 04/03 – Changed title, duties, minimum qualifications, and grade level

Rev: 07/12 – Conversion to Hay System