

## **PIONEER HUMAN SERVICES**

### **Director Housing - CS4G003**

**Posting Date** Wed 04/07  
**Work Schedule** Full Time  
**Salary** Grade 17 - \$22.47-\$33.70/hour DOE  
**Location** Pioneer Residential Property Management  
**Address** 7440 W. Marginal Way S., Seattle, WA 98108  
**Supervisor** Senior Vice President – Real Estate Services

### **Duties & Responsibilities**

Manage properties in an efficient manner given the existing market conditions for low income populations served in our housing units. Responsible for annual budget development and operations, forecasting and fiscal responsibility. Accurately prepare and convey all operational and financial data to supervisor. Negotiate, develop and prepare contracts with agencies and vendors as required. Purchase building supplies and furniture. Supervise approximately twelve on-site managers and administrative staff. This position is instrumental in the development of new programs utilizing public dollars and/or in partnership with other agencies. Adherence to landlord/tenant law is required in some, but not all, of our locations and there is annual compliance reporting requirements at some locations as well.

Manage on-site staff through the implementation of effective recruitment, training, motivation and development. Communicate effectively with staff members and peers to ensure compliance with all personnel management policies and procedures. Effectively complete new hire forms, performance reviews, corrective action plans and employee separation paper work.

### **Education & Experience Required**

A High school education or equivalent is required. A college degree is preferred, but not required. The position requires the ability to read and write English fluently, the ability to accurately perform intermediate mathematical functions and the ability to understand and perform Microsoft Office software functions. The position requires excellent skills in the management and motivation of people and the ability to communicate effectively with residents, on site managers, vendors and contracting agencies. Working knowledge of people with mental illness and or chemical dependency is preferred but not required. A valid Drivers License and current automobile insurance is required.

### **Additional information**

All job bulletins are posted for a minimum of 7 working days or until filled.

## **Application Process**

**[Apply for this position online](#) or submit your resume and cover letter by e-mail, fax, mail, or in person:**

Pioneer Human Services  
7440 West Marginal Way S  
Seattle, WA 98108  
Fax: 206-768-8910  
Email: [jobs@p-h-s.com](mailto:jobs@p-h-s.com)

**Call PHS Jobline at (206)766-7032 for other positions.**