

JOB ANNOUNCEMENT

POSITION TITLE: Lead Housing Specialist
DEPARTMENT: Housing Choice Voucher Program
SALARY: \$50,000.00
DATE POSTED: 02/15/17
CLOSING DATE: Until Filled
FLSA CLASS: Non-Exempt

POSTING NO:
02-15-2017

Duties and Responsibilities:

Responsible for a wide range of activities related to determining and documenting participant eligibility, income, Responsible for performing assigned duties pertaining to, and in accordance with, the Authority's Housing Choice Voucher (HCV) Administrative Plan and procedures and in accordance with HUD, federal, local and other applicable laws, rules, policies and procedures for targeted special programs, such as Veterans Administration (VASH), Project-Based Vouchers (PBV) and Family Self-Sufficiency (FSS) Program, etc. Performs a variety of tasks related to the admission and occupancy of low, and extremely low, income families. Responsibilities include, but are not limited to, the following:

1. Responds courteously to calls, written requests, and e-mails from participants, landlords, service providers and other authorized agencies/representatives, as appropriate, regarding the HCV program and portability process.
2. Performs re-certifications, interviews with clients/portability voucher holders and coordinates background information checks of tenants to be recertified with appropriate HCV department personnel. Verifies receipt of information from agencies or other sources as required. Performs final eligibility verifications.
3. Monitors HUD Enterprise Income Verification (EIV) System for reported/unreported income; reviews, processes and submits HUD forms 52665 ad 50058.
4. Performs ongoing Housing Assistance Payment (HAP) budget analysis; monitors billing and payments; tracks expenditures and utilization rates; monitors budget expenditures;
5. Completes VMS and end-of-month close-out reconciliations.
6. Ensures program compliance, when selecting applicants from the waiting list, correcting tenant rent calculations and reporting lease-up utilization.
7. Reviews and approves all initial vouchers to be issued to incoming applicants/participants, or applicants from the waiting list and/or other special programs, who have been approved to search for units within the Housing Authority's jurisdiction; and completes checks and balances on applicant processing.
8. Audits records to ensure compliance with applicable regulations and MHA policy.

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9. Trains and provides technical advice, regarding recertifications and data entry, to Housing Specialist IIs.
10. Provides participants and landlords information on voucher program - briefing them on rights, privileges, obligations and responsibilities.
11. Serves as point of contact for agencies involved in the targeted special programs.
12. Verifies client data, in accordance with HUD's Code of Federal Regulations and MHA's Administrative Plan.
13. Assists landlords/owners and tenants in resolving conflicts and makes recommendations to the Director of Assisted Housing Programs.
14. Works with outside agencies to implement the transition of portable applicants/participants. Reviews, monitors and collects required information and accurately completes appropriate forms.
15. Corresponds with other PHA's regarding problem portability and occupancy billing issues; assisting participants when transferring to other PHAs.
16. Reviews and collects interim, transfer and re-certification information, evaluates, verifies and calculates information and rent for recertification and move-in. Explains rent calculation to tenants and assists with completion of recertification materials as necessary. Prepares and sends appropriate notices of rent adjustments in accordance with HUD regulations.
17. Accurately, enters move-in and move-out data into system, as needed.
18. Accurately updates the system with system notes and ensures compliance with program requirements and regulations. Reviews resident/applicant files/folders and verification forms for accuracy and completeness and accurately inputs data into computer in a timely manner.
19. Reviews resident/applicant files/folders and verification forms for accuracy and completeness and accurately inputs data into computer in a timely manner.
20. Compiles statistical data and prepare reports related to completed recertification, applicant folders, occupancy and residents.
21. Ensures privacy and maintains security of confidential materials.
22. Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
23. Performs other duties as assigned.

Qualifications and Knowledge:

1. Bachelor's degree in Public Administration, Business Administration/Management, Social Sciences, or other closely related disciplines, plus two years of progressively responsible experience in the area of low-income housing or leased housing; or any equivalent combination of education, training, and experience to meet the required knowledge and abilities. Must have at least two years of experience as a Housing Specialist II.
2. Knowledge of MHA's policies and procedures, and Department of Housing and Urban Development ("HUD") rules and regulations, that applies to property management.
3. Knowledge of agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.

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4. Ability to maintain required records such as tenant files, reports, etc.; read and interpret policies and guidelines in order to make sound decisions;
5. Knowledge of HUD policies and other Federal, state and local laws, rules and regulations related to low-income housing and MHA policies.
6. Knowledge of good public policy practices and procedures, business English and basic mathematics.
7. Comprehensive and demonstrable knowledge of HUD HQS inspection procedures and requirements.
8. Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
9. Ability to meet both internal and SEMAP indicator deadlines.
10. Ability to plan and prioritize work.
11. Bondability.
12. Valid Alabama driver's license, or must acquire one within 30 days of employment.
13. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

The employee receives assignments from the Director of Assisted Housing Programs. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances.

The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise, which are not covered by instructions, are referred to the Director of Assisted Housing Programs or dealt with independently, depending on the circumstances. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines and resources available.

Employee has no supervisory responsibilities.

Guidelines:

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity:

The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences. Routine work is instructed and problems encountered by the employee do not require extensive analysis to identify them. Tasks frequently have to be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

Scope and Effect:

The employee's work primarily impacts the new development program of the housing authority and the Authority's

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residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

Personal Contacts:

Contacts are primarily with other Authority employees, federal, state and local governmental officials and representatives, and community agencies. The employee has contact with architects, engineers, consultants, contractors, and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance, and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

Physical Demands:

Work is principally sedentary, but involves some physical exertion during on-site visits with residents or staff members, inspections of Authority developments, and construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work Environment:

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

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DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They

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are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.