BESSEMER HOUSING AUTHORITY

Position Description – Housing Specialist
(December 15, 2021 – December 29, 2021)

Position Title:	**FLSA Status:**
Housing Specialist	Exempt
Reports To:	**Department/Level:**
Director of Multifamily Housing	Multifamily Housing
Salary Grade:	**Effective Date:**
18	July 1, 2019

POSITION OVERVIEW

This is highly responsible management work related to the Authority's Section 8 voucher management function. The incumbent is responsible for the management of all activities related to the Section 8 program. Reporting to the Assisted Housing Director, this position is responsible for eligibility, leasing, continued occupancy, termination, and inspection of all participants and properties in the program. The incumbent is also responsible for the programmatic performance of their assigned allocation of vouchers. Work assignments are received in the form of broad objectives and performance expectations with minimal direction in day-to-day operations. This position may supervise administrative employees.

DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Responsible for all aspects of the management of their assigned allocation.

2. Performs or supervises the performance of eligibility tasks related to intake and continued occupancy.

3. Performs or supervises the performance of verification tasks that may include background checks, income verification, documentation of family composition, verification of citizenship status, and other tasks as defined in the Administrative Plan.

4. Issues vouchers to prospective participants. Conducts voucher briefings and fields questions or requests from prospective participants.

5. Receives and processes Requests for Tenancy Approval. Coordinates the initial inspection of the prospective property and counsels the prospective participant as needed regarding the suitability of property.

6. Reviews the initial inspection and notifies participant and owner of results. Establishes follow-up inspection date, if applicable.

7. Processes and evaluates any requests for extensions to voucher expiration date in accordance with the administrative plan.

8. Completes contracting in accordance with the administrative plan and ensures proper execution by participant(s) and owner in accordance with Authority policy. Processes contract in the Housing Assistance Payment (HAP) system to ensure payments to owners.

9. Processes monthly Housing Assistance Payments to owners and Utility Reimbursement Payments to participants, as applicable. Provides for special or nonroutine payments as appropriate.

10. Schedules and completes the recertification process for all participants at least every 12 months. Conducts recertification interview, verifies new eligibility information, calculates tenant's portion of the rent, coordinates the annual inspection, and notifies both the participant and the owner of the outcome of the recertification.

11. Ensures the annual inspection of all properties on the program at least annually in accordance with the Housing Quality Standards as issued by HUD or other protocol imposed by HUD, local code, or state regulations.

12. Holds or abates Housing Assistance Payments in accordance with the administrative plan to ensure program compliance and integrity.

13. Prepares documentation and files for the termination of participants in default of their contract in accordance with Authority policy. Notifies owners of such termination. Represents the Authority in court as directed by the Executive Director.

14. Absorbs or administers incoming vouchers from other agencies in accordance with portability regulations. Monitors all outgoing portable vouchers that are not absorbed by the receiving agency.

15. Performs quality control inspections on applications, voucher issuance documents, Housing Assistance Payments contracts, inspections and other program activities to ensure compliance with HUD regulation and Authority policies and procedures.

16. Conducts outreach activities to current and prospective owners to ensure understanding of program opportunities, rules, and regulations. Educates owners on the property requirements under Housing Quality Standards.

17. Promotes resident services functions for participants with in-house or community service providers. Establishes linkages with local providers and/or contractors as needed to meet the need of residents and promote self sufficiency.

18. Represents the Authority on a daily basis on the site in accordance with established policies and procedures. Ensures that the Authority's interests are protected at all times and communicates any issues to the Assisted Housing Director.

19. Attends professional meetings and training sessions to ensure proficiency in the eligibility, property management, and program compliance fields.

ADDITIONAL MANAGEMENT RESPONSIBILITIES

This position is responsible for certain management duties that pertain to the operation or improvement of all agency programs and properties. These additional management responsibilities include, but are not limited to, the following.

1. Manages reporting for the program under the Section Eight Management Assessment Program (SEMAP) and prepares the annual certification as required by HUD regulations.

2. Prepares periodic reporting to funding agencies as required by the program.

3. Provides periodic reporting and update to the governing boards (including the agency Board of Commissioners) regarding program performance. Recommends changes in policy or procedure as needed to improve overall operational performance.

Additional management duties may be assigned, as needed, to ensure the maximum performance of the programs and properties assigned.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the structure, operations, policies, and procedures of a Public Housing Agency.

2. Knowledge of the vision, mission, and purposes of the Authority as established by the Board of Commissioners and the Executive Director.

3. Knowledge of current trends in effective Section 8 program management. Ability to proactively modify operational approach to maximize the performance of assigned programs.

4. Knowledge of the Section Eight Management Assessment Program and ability to apply standards to maximize the score.

5. Ability to plan, organize, and develop a variety of operational and management systems related to the position. Ability to orient other workers and to explain regulations, policies, procedures, or processes.

6. Ability to calculate and understand various indicators of program performance including utilization rate, turnover rate, rejection rate, etc.

7. Ability to produce periodic reporting and provide clear and concise performance data to the Executive Director, including applicable recommendations for improvements.

8. Ability to present ideas and information in a clear and concise manner, both orally and in writing.

9. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

PERFORMANCE STANDARDS

Performance standards are provided to help facilitate the periodic evaluation of the degree to which the employee meets the requirements of the job. The performance standards below represent examples and are in no way all-inclusive. The Authority reserves the right to add or change performance standards through a modification of the position description, a supplemental performance evaluation tool, or written or verbal communication between the employee and their supervisor or the PHA Executive Director. Achieving the performance standards in no way guarantees a change in compensation and does not supersede or affect the at-will relationship between the employer and employee. Examples of performance standards for this position include, but are not limited to, the following:

1. Ensures that the program utilization rate is 97% or higher of either available funding or voucher authorization.

2. Ensures that all participants are recertified at least annually.

3. Ensures that all properties are inspected at least annually.

4. Ensures a SEMAP score of 90% or higher.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from an accredited four-year college with a degree in business, property management, or related field; a minimum of five years experience managing voucher programs; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

PHYSICAL REQUIREMENTS

This position is required to work in less than ideal conditions, including noise, high-traffic areas, rough terrain, and undeveloped areas. The incumbent must have the ability to access all portions of their assigned site during normal operation and during active construction or modernization. The incumbent must access all areas of a property including the attic, basement, or crawl space and must be able to work/inspect in wet, damp, hot, cold, or dusty places. Must be able to work while standing for extended periods of time.

SPECIAL REQUIREMENTS

1. Possession of a valid Alabama driver's license.

2. Must be bondable.