

## POSITION DESCRIPTION

### HOUSING CHOICE VOUCHER PROGRAM HOUSING SPECIALIST

DATE: November 12, 2013

POSITION GRADE: 15

REPORTS TO: Housing Choice Voucher Program Supervisor

**POSITION SUMMARY:** Must have considerable knowledge of the US Department of Housing and Urban Development (HUD) rules and Regulations, Housing Choice Voucher (HCV) program requirements, Affordable Housing programs and Low Income Tax Credit Housing (LIHTC). This position will be responsible for reviewing and verifying re-examination actions for the Housing Choice Voucher program. Work involves considerable public contact, often under trying conditions. Must be a team player and have a high level of customer service.

#### **ESSENTIAL FUNCTIONS:**

1. Conducts interviews, home visits and reviews applications of prospective Housing Choice Voucher (HCV) participants by assisting applicants in the completion of forms and identification of required documentation.
2. Verifies information submitted and ranks applications according to required policies.
3. Computes resident income, deductions, and completed forms.
4. Notifies applicants of vacancies and computes rent for applicants.
5. Explains programs and terms of dwelling leases to applicants.
6. Handles inquiries from applicants on conventional housing and for Housing Choice Voucher program.
7. Maintains the official lists of housing vacancies and waiting lists of eligible applicants for conventional and Housing Choice Voucher program.

**ESSENTIAL FUNCTIONS:** (Continued)

8. Periodically reviews applicant files to update information on prospective tenants and place non-respondents in inactive files.
9. Prepares monthly, annual, and other periodic reports required by HUD and the Housing Authority.
10. Assimilates and enters data into computer terminal.
11. Sends out consent forms for information on each applicant to City Police, Sheriffs Department, TANF, DCF and Social Security Office.
12. Approves or rejects an applicant based upon instructions from the Administrative Plan and HUD guidelines.

**RELATED DUTIES AND RESPONSIBILITIES:**

13. Prepares tenant file folders and makes any other arrangements, as required, prior to tenant occupancy.
1. Prepares letters and other office forms and records.
2. Purges the waiting list, as required.
3. Verifies age and disabilities.
1. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
2. Responsible for all inquiries regarding the Housing Choice Voucher program.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of HUD and the Housing Authority rules, regulations, and policies on tenant selection and of required forms and reports.
2. Knowledge of interviewing techniques and of record maintenance.
3. Ability to make routine decisions in accordance with administrative rules, regulations, and policies and to explain selection rules and procedures to prospective tenants in an objective and impartial manner.
4. Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.
5. Skill in the use of a computer, office copier, and other office equipment.

6. Ability to make moderately complex computations with speed and accuracy.
7. Ability to understand and follow quickly and accurately written and oral instructions.
2. Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other team members, supervisors and stakeholders.

**EDUCATION AND EXPERIENCE:**

1. Graduation from a standard high school, preferably including courses in business practices.
2. Five years of experience in Housing Choice Voucher (HCV) program / Low Income Housing Tax Credit (LIHTC)/ Affordable Housing.
3. Or any equivalent combination of training and experience to meet the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid Florida motor vehicle operator's license.
2. Must be bondable.

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Employee Signature

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Date

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Department Head/ Supervisor