Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE
October 25, 2019

1) Position Title: Housing Coordinator
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: Bachelor’s Degree from an accredited college or university, and a minimum of two (2) years of administrative experience in the operations of housing and maintenance of multiple public or private facilities, OR Associate’s Degree or two (2) years of completed course work from an accredited college or university and a minimum of four (4) years administrative experience in the operations of housing and maintenance of multiple public or private facilities, OR High School Diploma or equivalent with five (5) years administrative experience in the operations of housing and maintenance of multiple public or private facilities. Minimum of one (1) year experience in Assisted Housing Programs preferred.

5) Major Duties and Responsibilities: Under the supervision of the Asset Manager, work tasks that involve the performance of duties relative to the processing of residents for initial and/or continued occupancy of the Authority’s public housing apartments. Complete initial applications for public housing, resident selection, rent calculations, and determine residents’ eligibility for continuous occupancy in accordance with federal regulations and state laws. Compute rent calculations for continued occupancy; assist in the collection process, performing interim changes and/or annual re-certification of residents and the various duties related to the annual re-certification of residents to determine residents’ eligibility for continued occupancy. The Asset Manager reviews all work in progress and all completed work for effectiveness, and accuracy. The job tasks also include office work in assisting management in the administration of housing developments in a federally assisted local public housing program, completing applications for new housing applicants, typing leases, reports, letters, memorandums, and other correspondence as required on a regular basis.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.net. Applicants may also fax a completed application to (205) 521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled

No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

Classification: Housing Coordinator

Supervisor: Asset Manager

Effective Date: December 18, 2017

Position Description

Under the supervision of the Asset Manager, work tasks that involve the performance of duties relative to the processing of residents for initial and/or continued occupancy of the Authority’s public housing apartments. Completes initial applications for public housing, resident selection, rent calculations, and determines residents’ eligibility for continuous occupancy in accordance with federal regulations and state laws. Computes rent calculations for continued occupancy; assists in the collection process, performing interim changes and/or annual re-certification of residents and the various duties related to the annual re-certification of residents to determine residents’ eligibility for continued occupancy. The Asset Manager reviews all work in progress and all completed work for effectiveness, and accuracy. The job tasks also include office work in assisting management in the administration of housing developments in a federally assisted local public housing program, completing applications for new housing applicants, typing leases, reports, letters, memorandums, and other correspondence as required on a regular basis. Employees in this class are responsible for performing various repetitive duties.

Major 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 skills 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 position description is in compliance with the Americans Disabilities Act.

1. Researches and verifies applicant information from interviews including, but not limited to: contacting employers, credit bureaus, background checks, previous landlords, law enforcement agencies, social service agencies, neighbors, etc.

2. Compiles and completes applicant information, including, but not limited to: net income, applicable rent and other appropriate data with respect opt applicant’s eligibility for low-income housing. Recommends approval or non-approval based on data.
3. Determines availability of vacant units within the HABD housing communities, notifies applicants of approval of eligibility, assigns eligible applicants to appropriate units, and transmits resident files to appropriate Asset Management Office. Notifies ineligible applicants of non-approval and their right to appeal.

4. Implements resident re-certification programs, including, but not limited to: interviewing Mandatory Earned Income Deductions (MEID), verification of income, rent change notification computation of rent lease preparation, scheduling appointments, data entry and filing.

5. Develops and implements relocation plans for appropriate public housing communities as required.

6. Completes all appropriate forms and documents for the re-certification process.

7. Prepares various daily and monthly reports as required.

8. Communicates available programs, lease violation, good housekeeping practices, delinquencies and agency policies and procedures to residents and refers to Social Services and Asset Managers residents.

9. Updates and maintains current and complete resident files.

10. Maintains current waiting list or eligible applicants and re-computes applicant information when units become available.

11. Schedules pre-orientation sessions and pre-occupancy home visits for eligible applicants selected for admission.

12. Inspects grounds, common areas and interior/exterior dwellings on move ins and move outs and reports noted violations to appropriate staff for correction.

13. Receives, reviews, classifies and prioritizes customers’ requests for maintenance services from customer calls, inspections, internal/external customers, etc. Routes requests to appropriate staff for completion. Follows through on emergency calls until completion.

14. Enters, maintains, and closes data into work order database, including service information of work performed, materials used, length of service time, invoice maintenance charges to residents and closes out completed work orders.

15. Performs quality control of files and documents, pulling documents for review.

16. Receipts payments for rent, balances and posts payments to accounts, transmits funds to appropriate party.

17. Prepares files and forms for Asset Manager and legal team review.
18. Operate office machines and office equipment, software programs.

19. Composes and manage correspondence, types letters, emails, memos, notices, public relations, community notices.

20. Receive and send out mail, distribute to appropriate parties.

21. Performs any other related and appropriate duties and support of strategic goals as required.

22. Prepares files and alphabetizes files and records.

23. Prepares and maintains all active and inactive files for housing residents to include move-in, re-evaluation, re-determination, work order slips, and internal evaluations in compliance with the HABD and HUD rules, regulations, and guidelines.

24. Receive and send out mail, distribute to appropriate parties.

25. Performs customer service functions in the absence of the Housing Coordinator to including answering the telephone, greeting and providing assistance to the residents, public, and other HABD staff.

26. Answers and assists with residents’ calls, complaints, and requests in a courteous and timely manner.

Required Knowledge and Abilities

1. Ability to achieve rapport and establish effective relationships with residents, their relatives and various organizations in the community.

2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

3. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

4. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

5. Ability to deal with problems involving a few concrete variables in standardized situations.

6. Ability to devise forms, set up record keeping systems and procedures; make arithmetic computations accurately and with reasonable speed.
7. Ability to follow and apply established procedures effectively in carrying out work assignments, knowledge of various reports and records required for the Authority's housing communities.

8. Ability to follow and apply established procedures effectively in carrying out work assignments.

9. Ability to obtain and verify required information through interviews and personal communications.

10. Ability to perform housing inspections according to the Housing Quality Standards (HQS).

11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

12. Ability to reliably and predictably carry out duties.

13. Ability to speak effectively before groups of customers or employees of organization.

14. Ability to use standard office equipment, personal computer, calculator, copy machine, fax, etc.

15. Ability to work under stringent time frames.

16. Ability to write routine reports and correspondence.

17. Knowledge of home repairs and terminology.

18. Knowledge of interviewing techniques as applied to obtaining basic personal information.

19. Knowledge of laws, rules and regulation governing eligibility of public housing, including the purposes, policies and regulations of the Housing Authority as established by the Board of Commissioners.

20. Knowledge of report preparation, techniques and procedures and demonstrated ability to prepare and evaluate professional and technical reports, grant applications and other required documents.

21. Knowledge of the housing activities and operations at the federal, state and local levels in both public and private sector.

22. Skill in customer service relations including effective communication, both orally and written; ability to understand and carry out moderately complex oral and written instructions; communicates clearly and effectively with the at-large public.
23. Skill in organizational abilities.

**Supervision:** None.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a typewriter, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience**

1. Bachelor’s Degree from an accredited college or university, and a minimum of two (2) years of administrative experience in the operations of housing and maintenance of multiple public or private facilities, OR

2. Associate’s Degree or two (2) years of completed course work from an accredited college or university and a minimum of four (4) years administrative experience in the operations of housing and maintenance of multiple public or private facilities, OR

3. High School diploma or equivalent with five (5) years administrative experience in the operations of housing and maintenance of multiple public or private facilities.

4. Minimum of one (1) year experience in Assisted Housing Programs preferred.

**Certificate, License:**

---

*Housing Coordinator*

*Housing Operations*
1. Valid driver’s license.

2. Rent calculation Certified within one (1) year from a HUD approved agency/organization.

3. Public housing eligibility Certified within one (1) year from a HUD approved agency/organization.

4. Public notary.