NEW JOB OPENING NOTICE

November 20, 2019

1) Position Title: Housing Specialist/Section 8

2) Job Type: Full-Time

3) Salary: Commensurate with qualifications and experience

4) Education/Experience: Bachelor’s Degree from an accredited college or university in Business/Public Administration, Social Services, or related field with two (2) years’ experience with responsible public contact, preferably in Human Relations or Social Work. Public Housing or Section 8 experience preferred, OR Associate’s Degree or two (2) years of completed college course work from an accredited college or university in Business/Public Administration, Social Services or related field with a minimum of four (4) years’ experience in experience with responsible public contact, preferably in Human Relations or Social Work. Public Housing or Section 8 experience preferred.

5) Major Duties and Responsibilities: Review tenant applications for housing assistance payments and determine eligibility based on income and family composition. Compute housing assistance payments, tenants rent and coordinate the inspection of the proposed housing unit. Obtain and verify information to determine continued eligibility. Conduct annual re-examinations of family eligibility and/or rental rates, re-negotiate lease agreements and supplemental payments. Process lease re-negotiations, participant transfer agreements and terminations. Meet with landlords to resolve delinquent rent or physical property damage complaints. Coordinate tenant relocation with property owners and residents. Perform any other related and appropriate duties and support of strategic goals required.

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 complete 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 SPECIALIST/ SECTION 8

Supervisor: ASSISTED HOUSING MANAGER

Effective Date: NOVEMBER 06, 2017

Position Summary

Under the supervision of the Assisted Housing Manager, the Section 8 Housing Specialist is responsible for the coordination, implementation and monitoring of the Housing Choice Voucher Program tenant and landlord processes. The incumbent will also be responsible for the review of tenant applications, determine eligibility based on income and family composition and computing housing assistance payments and family rental rates. Work includes lease negotiations, resolution of property damages and participant/landlord complaints.

Major Duties and Responsibilities

The statements contained herein 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 working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The position description complies with the Americans with Disabilities Act.

1. Review tenant applications for housing assistance payments and determine eligibility based on income and family composition.

2. Compute housing assistance payments, tenants rent and coordinate the inspection of the proposed housing unit. Obtain and verify information to determine continued eligibility.

3. Contact landlords to determine contract rent; negotiate lease agreements and authorize supplemental payments to landlords and perform quality control of HAP contracts. Reconcile HAP and utility assistance payments monthly.

4. Conduct annual re-examinations of family eligibility and/or rental rates, re-negotiate lease agreements and supplemental payments.

5. Process lease re-negotiations, participant transfer agreements and terminations.

6. Meet with landlords to resolve delinquent rent or physical property damage complaints.
7. Meet with landlords and property owners to promote the supplemental housing program and encourage increased landlord participation.

8. Perform all functions related to annual re-certification according to Administrative Plan.

9. Perform all functions related to intake processing, initial leasing, and occupancy functions according to the Administrative Plan.

10. Coordinate tenant relocation with property owners and residents.

11. Enter HUD form 50058 data for all re-certifications, interim-examinations, and make daily corrections.

12. Perform any other related and appropriate duties and support of strategic goals as required.

**Required Knowledge and Abilities**

1. Knowledge of subsidized housing program requirements and guidance as reflected in HUD regulations, handbooks, notices, forms and guides for HABD HCVP policies and procedures.

2. Knowledge of HUD established performance standards (for HCV, SEMAP indicators) and HABD established performance standards as they relate to income and rent determinations.

3. Ability to apply HUD and HABD policies and procedures to consistently produce on-time and accurate income, rent and subsidy calculations.

4. Ability to independently make sound judgments in accordance with applicable laws, rules, policies and guidelines.

5. Ability to read and understand, interpret and apply HUD regulations, references, rules and policies and guidelines.

6. Ability to establish and maintain effective interviewing methods and techniques.

7. Ability to establish and maintain effective relationships with landlords, tenants, employees and the general public.

8. Good interpersonal skills are required, to include the ability to communicate and interact in a positive and effective manner with persons from a diverse social economic and ethnic background.

9. Excellent oral and written communication skills.
10. Must have working knowledge and familiarity with computers.

11. Must have good working knowledge of commonly accepted filing and record keeping methods.

12. Must have excellent proficiency in the use of basic office machines and equipment.

13. Must be knowledgeable of techniques as applied to obtaining basic personal information and the ability to obtain and verify required information through interviews and personal communications.

**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 a 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, feel, reach with hands and arms and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift 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 terminal keyboard, telephone, facsimile machine, scanner, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, etc.) around desk area.

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

1. Bachelor’s Degree from an accredited college or university with a degree in Business/Public Administration, Social Services or related field. Two (2) years’ experience in responsible public contact, preferably in Human Relations or Social Work. Public Housing or Section 8 experience preferred. OR,

2. Associate’s Degree or two (2) years of completed college from an accredited college or university with major course work in Business/Public Administration, Social Services or related field. Four (4) years’ experience in responsible public contact, preferably in Human Relations or Social Work. Public Housing or Section 8 experience preferred.
Special Requirements

1. Possession of a valid Alabama driver's license and safe driving record for those required or allowed to drive HABD vehicles or drive on behalf of HABD.

2. Must be certified in HCV and Rent Calculation within one (1) year of employment.