

11.

Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)

25% Plan, coordinate, supervise, and evaluate the activities of the Housing Assistance section and staff (e.g., Housing Assistance Clerks, Section 8 Inspector, Housing Assistance Clerk/Inspector, Housing Assistance Outreach Coordinator, etc. Participate in the hiring and discipline and train, assign, monitor and evaluate the work of subordinate clerical and inspection staff. Oversee and monitor inspections as required by HUD regulations to ensure code and contract compliance.

Supervise and/or coordinate the processing of program certifications and re-certifications, to include calculating allowances in accordance with federal regulations; coordinating tenant interviews and unit inspections; insuring that applicants/current tenants meet and continue to meet program regulations; and processing transfers or terminations from the program. Conduct and/or coordinate explanation meetings and informal hearings as necessary.

Oversee and prepare cases for assignment to other staff. Oversee and/or conduct group briefing sessions and the interviewing of program applicants and participants to determine their qualification based on HUD guidelines. Coordinate and/or develop the documentation necessary to support decisions.

Provide final decisions on program rules to individuals, and outreach/education to groups through formal presentations and written materials. Actively promote and market applicable HUD programs with rental property owners and the community. Implement and/or oversee the implementation of an outreach program to develop and maintain a strong relationship with landlords. Explain program requirements and regulations, clear up misunderstandings and negative impressions, encourage participation, and facilitate and resolve disputes between landlords and tenants.

35% Participate in the central administration managers meetings, in expanded group meetings, and in Housing Operations Management Team efforts. Provide programmatic information to individuals and groups, both through formal presentations and written materials. Actively promote and market applicable HUD programs with rental property owners and the community. Implement and/or oversee the implementation of an outreach program to develop and maintain a strong relationship with landlords. Explain program requirements and regulations, clear up misunderstandings and negative impressions, encourage participation, and facilitate and resolve disputes between landlords and tenants.

Participate in the completion of studies, reports, and/or projects by gathering data and/or information and assisting in the assessment of individual or systematic problems. Perform a variety of research-related activities by extracting situational information from records or by developing and implementing various studies or statistical reporting systems.

Participate in the development and administration of new or existing HUD program previously not part of CDA's efforts. This would include the development of policies and procedures in compliance with program requirements. This could also include monthly and annual electronic reporting procedures via HUD Voucher Management System (VMS) software. This currently would include the Family Self Sufficiency (FSS) Program, the Veterans Assisted Supportive Housing (VASH) Program, and the Family Unification Program (FUP). In addition the development and monitoring of the CDA's Project Based Voucher program contracts with current and future partners and by LLC's established by the CDA.

Monitor Federal Congressional Budget proceedings and HUD Housing Choice Voucher Program administrative changes and budgetary discussions and assess potential local impacts. Maintain communications with appropriate HUD and National Housing (i.e. NAHRO, PHADA) organizational staff regarding federal Congressional appropriations and HUD program allocations, to make local annual budgeting recommendations and mid-year adjustments regarding program expenditures.

12. Primary knowledge, skills and abilities required:

Working knowledge of manual and computerized bookkeeping and other recordkeeping practices and techniques. Working knowledge of directly related federal housing program principles, practices, terms, and criteria. Working knowledge of supervisory practices and procedures. Working knowledge of standard business, public administration, and office management practices and principles, including those relating to federally regulated financial assistance programs. Working knowledge of basic marketing practices and techniques. Some knowledge of general building inspection procedures. Some knowledge of property management and real estate practices as they relate to multi-family housing. Ability to supervise, train, evaluate, discipline, and coordinate the work of subordinate staff members. Ability to interpret and apply relevant federal, state, and local rules and regulations. Ability to collect, analyze, and summarize data and to compile and prepare related reports. Ability to communicate effectively both orally and in writing. Ability to plan, organize, and supervise detailed work. Ability to analyze complex regulations and develop and implement responsive operating procedures and marketing/outreach efforts. Ability to compile and prepare related reports. Ability to establish and maintain effective public and working relationships. Ability to make public presentations, answer questions, and explain program requirements. Ability to resolve disputes or facilitate their resolution. Ability to make decisions based on relevant facts and guidelines and to explain and document such decisions. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to use computer and Office Software (especially Excel) and HUD VMS software programs

14. Required licenses and/or registration:

Ability to pass NAHRO Section Eight Housing Manager (SHM) Certification exam within one year of hire

15. Physical requirements:

Ability to meet with clients, make presentations and attend meetings both locally and out of town

16. Supervision received (level and type):

Reports to CDA Housing Programs Manager and CDA Executive Director

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
- X
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- X
- Other comments (see attached).

Employee's Signature _____

_____ Date

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- X
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

Supervisor's Signature _____

_____ Date

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.