

CITY OF MADISON
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): Suzanne Stapleton</p> <p>Work Phone: 608-267-8701</p>	<p>5. Department, Division & Section: Housing Operations – Section 8</p>
<p>2. Class Title (i.e. payroll title): Comp Group 20/Range 12AP/Step 5</p>	<p>6. Work Address: 30 W. Mifflin Street, Suite 501 Madison, WI 53703</p>
<p>3. Working Title (if any): Housing Assistance Outreach Coordinator</p>	
<p>4. Name & Class of First-Line Supervisor: Thomas Conrad</p> <p>Work Phone: 608-267-8711</p>	<p>7. Regular daily hours of work: Hours/Week: 20 hours</p> <p style="text-align: center;">From: 9:00 a.m. To: 2:00 p.m.</p>
<p>8. Date of hire in this position: May 1, 2000</p>	
<p>9. From approximately what date has employee performed the work currently assigned: May 1, 2000</p>	
<p>10. Position Summary:</p> <p style="margin-left: 20px;">This is a responsible para-professional administrative and technical work relative to marketing city-administered federally funded housing assistance programs (i.e. Section 8) to landlords, renter advocates and program participants. The work involves developing a marketing plan and resource tools, making presentations and assisting in the development and maintenance of a data base of information relevant to the program areas and providing other types of technical support to the Housing Assistance Supervisor. The work involves the exercise of judgment, discretion and initiative in performing outreach activities in accordance with federal HUD requirements, departmental policies and procedures and is performed under the general supervision of the Housing Assistance Supervisor.</p>	
<p>11.</p> <p>Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <ul style="list-style-type: none"> 2 Develop a marketing plan which identifies needs, resources and a plan of implementation. Coordinate and assist in the development of marketing/outreach tools and materials such as brochures, newsletters, handbooks and training materials which can be distributed as well as being used in presentations and by other staff. 5 Explain program requirements and regulations, clear up misunderstandings and encourage participation. Actively market program benefits to the community and dispel negative images. Write articles and explanatory letters as necessary. 5 Provide training to community agencies providing services to similar target markets. Attend and participate in city and community committee meetings to further the understanding and participation in the program. 3 Develop and maintain a data base of current and potential landlords. Establish and maintain strong working relationships with landlords to expand the available supply of housing units available to housing assistance program participants. 2 Keep informed of new developments by HUD and local and state laws, statues and ordinances. Attend and participate in trainings relevant to housing. 20 Provide technical support to the Housing Assistance Supervisor. Perform the required annual SEMAP HQS quality control inspections and necessary paperwork. Complete additional SEMAP requirements as needed. 7 Provide technical support to the Housing Inspectors, filling in when needed to assist in the completion of initial, annual and special inspections. Providing assistance with filing of inspection paperwork. 7 Provide technical support to the Housing Specialists in a variety of tasks as it may relate to voucher issuance, lease up process, annual re-certifications and interims. Work with the different Housing Specialist as they implement the various voucher programs (VASH, PBV, FUP etc.) 4 Work closely with the Portability Housing Specialist to help explain the portability process to incoming and outgoing portable clients. Work with other Housing Authorities regarding clients and payments for the clients as it relates to HAP, UAP and AF. 20 Work closely with the City Comptroller's office as it relates to setting up payment for participating landlords, collection of needed information to set up payments. Processing of payments to housing providers and processing refund/overpayments from housing providers. 	

11.

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

- 20 Collection and processing of payments from incoming billable portable clients.
- 2 Participate in the completion of studies, reports and project by gathering data and or information. Assist in the collection of information relating to the assessment of housing concerns. Perform a variety of research related activities by extracting situational information from records and or by developing and implementing various studies or data reporting systems.
- 3 Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

Considerable knowledge of office procedures, methods and equipment. Knowledge of standard housing practices relative to tenant/landlord relationships. Ability to develop and maintain effective working relationships with a diverse socio-economic client group. Ability to communicate effectively both orally and in writing. Ability to effectively represent the program and the interests of program participants and participating housing providers. Ability to interpret regulations and make decisions within prescribed policy. Ability to organize work independently to meet mandated deadlines. Ability to make related mathematical computations. Skill in interviewing clients and housing providers in order to gather pertinent information. Ability to compose correspondence. Ability to develop and maintain records consistent with program requirements. Ability to perform incidental typing as may be required. Ability to maintain effective working relationships within city government and with outside entities.

13. Special tools and equipment required:

Typewriter, Word Processing equipment and software, Networked computer, telephone and printer/copier/fax machine.

14. Required licenses and/or registration:

Ability to meet the transportation requirements of the position.

15. Physical requirements:

Ability to perform prolonged and repetitive data entry at a computer work station. Ability to work in a stressful environment. Ability to store and retrieve client files.

16. Supervision received (level and type):

On a day-to-day basis, discuss specific questions or instances with the Supervisor.

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
- 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.
- Other comments (see attached).

Suzanne Stapleton

10/13/17

Employee's Signature

Date

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- 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).

Tom Conrad

10/13/2017

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.