

# POSITION VACANCY NOTICE

TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

Note: Current employees have promotional preference and transfer consideration over other applicants.

<b>Position Title:</b>		<b>Housing Specialist</b>	
		Rate Of Pay	Salary Range: \$31,200 - \$40,000 <b>Note:</b> Most SPHA positions start at the minimum rate, however some position that require special qualifications, experience, or are in a job market shortage may start above the minimum.
<b>Summary of Duties:</b>	<p>This is administrative work with responsibilities for new admission and recertification processing for families participating in the Section 8 Housing Assistance Program as required by Federal regulations.</p> <p>The work is very detailed and involves a large amount of paperwork. The specialist is responsible for <u>completely managing</u> a minimum caseload of up to 300 participants (families), from scheduling appointments to authorizing housing assistance payments; or for managing particular components of the program that may include intake, waiting list and lease-up, social services, landlord outreach, etc.</p>		
<b>Minimum Requirements</b>	<p>Associates of Arts degree or equivalent plus 2 years of clerical experience, or an equivalent combination of experience and education; 1 year experience related to customer service/public contact. Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>		
<b>Location:</b>	<p><b>SPHA Office (St. Petersburg)</b> <i>Notice:</i> Assignment of work location within the City of St. Petersburg is subject to change based on business needs of the SPHA</p>		
<b>Reports To:</b>	<p>Housing Choice Voucher Officer</p>		
<b>Application Instructions:</b>	<p><b>Application Instructions:</b>  <b>SPHA Employees:</b> Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date.  <b>Public Housing Residents:</b> Complete and sign A SPHA <u>Employment Application</u> prior to the closing date.  <b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive an interview.</p>		
<b>Closing Date:</b>	<p><b>Open until filled</b></p>		

Date of Notice: December 1, 2017

St. Petersburg Housing Authority is a Drug Free Work Place

# ST PETERSBURG HOUSING AUTHORITY

## JOB DESCRIPTION

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Position: **Housing Specialist** Department: **Housing Choice Voucher Program (Section 8)**

Pay Range: **\$32,500 - \$49,500** Classification: **Full-Time, Non-Exempt**

Reports to: **Housing Choice Voucher Officer** Revised: **6/1/2016**

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### Position Summary:

This is detailed administrative work with responsibilities for new admission and recertification processing for families participating in the Housing Choice Voucher Program, as required by Federal regulations.

The housing specialist completely manages a caseload of clients and their scheduling, performs calculations to determine program eligibility, authorizes rent assistance, tracks occupancy statistics, exercises sound judgment in applying regulations and policy, and assists with issues and complaints.

The statements contained here reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered as an inclusive listing of work functions or 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.

### Essential Functions:

- Performs administrative work involving applicant and client interviewing, selection, and leasing.
- Interviews program applicants and verify all documentation provided for income and asset verification.
- Inputs application data into the Authority's database program.
- Makes final determination as to eligibility for Housing Choice Voucher Program.
- Prepares housing assistance payment contracts and vouchers for new participants and for active participants who have moved.
- Conducts reexaminations, leases, port abilities, interim rent adjustments, eligibility determinations, suitability determinations, and reasonable accommodations.
- Calculates client rental portion and housing assistance using the proper allowances.
- Refers clients to social services, such as health, welfare, and education programs for improving family and community standards.
- Maintains client files, landlord contracts and related documents within compliance.
- Provides assistance to clients and landlords with questions and issues.
- Establishes and maintains a good rapport with the general public, fellow employees, and clients; promulgates and maintains Authority policies, rules, and regulations.
- Prepares reports to the Housing Choice Voucher Officer on status of applications, leases, applicant interviews, annual reexaminations, and special programs.
- Prepares appropriate forms for the Financial Department to release housing assistance payments to landlords.
- Verifies and identifies program abuse by tenants and landlords. Prepared recoupment sheets for investigation of fraud.
- Prepares correspondence to landlords/tenants.
- Prepares and issues termination correspondence for violating program policies.

- Participates in informing hearings to assist hearing officer with specific case notes supporting documentation and policy interpretation.
- Assists in the inquiries of written and verbal complaints and aides in the resolution of complaints in accordance with policy.

**Required Knowledge, Skills and Abilities:**

**Knowledge of:**

- assisted housing program regulations, requirements, and standards as required by HUD, or other applicable entities.
- Fair Housing Laws.
- rental housing market and landlord/tenant laws.
- Authority's policies, procedures, and operations.
- current technology and computer hardware/software.

**Skills in:**

- data analysis and mathematical calculations.
- oral and written communication.
- relationship building and client service.
- time and workload management in fast paced environment.

**Ability to:**

- analyzes and solves problems, renders advice, assistance, and makes sound recommendations.
- works independently on tasks assigned.
- deals with the public in an effective and courteous manner and establishes and maintains effective working relationships with superiors, co-workers, residents, and the general public.
- reads and interprets rules and regulations.
- sits at a desk and interviews clients, enters information, or works at a keyboard for extended periods of time.
- accesses file cabinets for filing and retrieval of information and carries files to and from the file room.
- communicates with clients, landlords, and fellow employees clearly and concisely, both orally and written.

**Minimum Qualifications & Requirements:**

- AA degree or equivalent.
- Two years of experience in counseling and working with the general public.
- Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate Internet applications, email, and proprietary software programs.
- An equivalent combination of education and experience may be considered.
- Industry certifications must be obtained within one (1) year of employment.
- Housing experience desired.
- Possession of valid Driver's License.

**Accommodations:**

Upon request, reasonable accommodations may be made to qualified individuals with disabilities.

Approved:

I confirmed having received a copy of the Housing Specialist job description.

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Name

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Date