

HOUSING AUTHORITY
SECTION 8 MANAGEMENT AIDE

DEFINITION

This is an entry-level technical position that works in one of several capacities for a housing authority.

An employee in this class performs a variety of beginning level duties to develop technical competence and understanding of an assigned program area of a housing authority. Assigned program areas include management, administration, fiscal services, HAP utilization, new admissions, portability, rent reasonableness and landlord relations. Duties may involve participation in an on-the-job training program and applying the knowledge and skills acquired to the performance of duties within the program area. Work is performed with increasing independence as skill and competency are gained. Work is performed under the supervision of a technical or administrative superior who assigns projects, provides preliminary instructions, and reviews work for adherence to establish standards and instruction.

EXAMPLES OF WORK PERFORMED

Assists in the performance of a wide variety of tasks in administration, fiscal services, project management, utilization and waitlist selection.

Assists in the collection, analysis, and evaluation of statistical data for use in planning and administering the housing authority programs.

Assists in the analysis of fiscal data and in the examination of records and procedures for adherence to laws, regulations and procedures pertaining to housing authorities.

Calculates back due HAP amounts.

Verifies income for any changes in employment or composition of family.

Interview new participants and assists in processing all necessary forms.

Prepares correspondence related to the problems or inquiries directed at the assigned program area with regards to acceptable letter writing formats

Prepares correspondence related to Section 8 Housing Quality Standards (HQS) inspections.

May be assigned responsibility for management of a set caseload, and complete all required correspondence, written and verbal, for the set caseload.

Performs related work as required and other duties as assigned.

Prepare HAP payments to landlords on a monthly basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of current social and economic problems that concern housing authorities.

Some general business oriented mathematical ability in order to complete minimal financial computations.

Ability to secure and analyze facts, and to exercise sound judgment in arriving at conclusions.

Ability to assist in managing the voucher program.

Ability to learn, interpret, and administer the rules, regulations, and procedures relating to the Section 8 HAP contract and Administrative Plan.

Ability to establish and maintain effective working relationships with superiors, subordinates, participants, landlords, other agencies, and the general public.

Ability to express yourself clearly in writing and orally

Ability to read the program Administrative Plan and HAP contract and implement the required regulations.

EXPERIENCE AND TRAINING

One year of experience in performing tasks associated with the operation of low rent housing developments, or projects owned or administered by public housing agencies; or comparable business, industrial, or professional employment; or any equivalent combination of experience and training and graduation from high school.

Must have proficiency with Microsoft office software, and an ability to utilize other job specific software.

Incumbent will be expected to complete training certifications with in One (1) year of appointment. Certifications are Rent Calculation, Occupancy, Eligibility, and/or Specialist certification(s).