



Job Description

Housing Choice Voucher (HCV) Program Coordinator

Department: Executive Office

Date: 1-4-2022

Reports To: Executive Director

Level: E

Summary

Under the general supervision of the Executive Director, the employee is responsible for the planning, coordination and supervision of the Housing Choice Voucher Program as well as the Property Management of affordable housing properties. (Hobson City Apartments)

The employee must possess a thorough knowledge of all laws, rules and regulations, policies and procedures governing the operations of the HCV program as well as property management for affordable housing. Must have knowledge of laws, rules and regulations governing the low-income housing tax credit program. Employee will possess knowledge in supporting the Rental Assistance Demonstration (RAD) Program according to HUD standards to preserve affordable housing. Responsible for establishing departmental priorities, goals and objectives and provides leadership to ensure successful completion of established goals. Coordinates the development of departmental budgets, monitors budgets within fiscal guidelines. Must be able to exercise independent judgment and take action in making decisions and interpreting policies and procedures. Work is evaluated through conference, reports and performance standards for the position.

Essential Job Functions

1. Conducts briefings to orient residents of the rules and regulations regarding the Housing Choice Voucher Program, including completion and issuance of client packets.
2. Issues, receives and processes application, interview applicants, process verification documents, calculates rent and utility allowances and maintains application files and waiting lists.
3. Updates the waiting list accordance with established guidelines.
4. Approves/disapproves the Request for Lease Approval, reviews the HAP contract and initiates the lease.
5. Maintains client files including income verifications, landlord information and other subject relating to clients' rent.
6. Prepares and issues annual adjustment in contract to landlords.
7. Prepares and issues various payments to landlords (rent, vacancy loss and unpaid rent claims) and utility payments to clients.
8. Coordinates with housing inspector for move-in, move-out and annual housing inspections.
9. Counsel's residents and refers them to appropriate social services agencies.
10. Maintains all records and files for tenants and landlords.
11. Ensures compliance with the low-income housing tax credit program for assigned property(s).
11. Coordinates with inspectors in scheduling HQS inspections and re-inspections.
12. Performs rent reasonableness surveys annually.
13. Periodically handles tenant/landlord disputes.

14. Maintains personal contacts with prospective landlords, individuals, and realtors to assure an adequate supply of quality Section 8 housing. Updates landlords on rules and regulations.
15. Assists in the development of federal grant applications for funding through HUD and other sources.
16. Attends training sessions offered by HUD, AAHRA, and other agencies.
17. Prepares all information required for the annual submission of the Section Eight Management Assessment Program (SEMAP).
18. Possess general knowledge of (RAD) program.
19. Coordinates the annual review process for utility allowances.
20. Performs related tasks as required.

Knowledge, Skills, and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Authority (PHA).
2. Considerable knowledge of the laws, rules, regulations, policies and procedures governing the operation of the Housing Choice Voucher Program.
3. Knowledge of interviewing methods and techniques.
4. Considerable knowledge of management principles and practices.
5. Knowledge of modern office methods, practices and procedures.
6. Ability to understand and interpret laws, rules, regulations, policies and procedures related to the management of the Housing Choice Voucher Program.
7. Ability to prepare clear and concise reports and to maintain records and files.
8. Ability to deal effectively with employees, officials, landlords, residents and the general public.
9. Ability to communicate effectively, both in writing and verbally.
10. Ability to use a computer terminal, a typewriter and programmable calculator.
11. Skill in interviewing and counseling.

Physical Nature of Position

1. Must be physically able to operate a variety of automated office machines including a computer, printer, copier, facsimile machine, telephone, etc.
2. Must be able to work, move or carry object or materials such as files, computer printouts, reports, calculator, office supplies, etc.
3. Must be able to physically inspect non-handicap accessible units.

Minimum Requirements

Graduation from a standard high school supplemented by college work in public administration, social work, real estate or related field with at least three years' experience in real estate or public administration, or an equivalent combination of education and experience.

1. Must have valid State of Alabama driver's license.
2. Ability to be covered under the authority's vehicle insurance policy.
3. Ability to be certified as a Section 8 Housing Specialist within the first 12 months.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform the entire job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.