

## SENIOR HOUSING SPECIALIST - GRANT-FUNDED

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Housing Specialist - Grant-Funded implements Department of Housing and Urban Development (HUD) and City of Mesa Housing Authority programs. Employees in this classification are assigned to the Housing Choice Voucher (HCV) Program and will be responsible for providing training for Housing Specialist Trainees and Housing Specialists. Supervisory tasks include: planning, prioritizing, assigning, evaluating, and/or reviewing the work of staff involved in certifying and recertifying eligible applicants and participants in the various subsidized housing programs in accordance with the rules and regulations of the housing assistance program. Responsibilities include: reviewing and determining a course of action regarding program violations, and explaining, interpreting, and applying HUD and City Housing Authority program policies and regulations in accordance with applicable federal, state, and local laws and regulations; acting as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and/or charitable groups to provide information on needed resources; and assisting with mediating disputes and contract/lease violations between participants and landlords to promote good tenant-landlord relations, while providing information to participants, owners, and landlords regarding housing quality standards and housing assistance policies, rules, and regulations. Other duties include: computing tenant rental amounts and housing assistance payments; coordinating incoming portables; processing rental assistance overpayments; and coordinating activities with other housing programs. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the Housing Specialist classification by the advanced duties, including the interpretation and determination of eligibility requirements for HCV Programs and more difficult casework. The Senior Housing Specialist - Grant-Funded is expected to perform independently under general guidelines and provide technical assistance and guidance to those supervised. Supervision is received from the Housing Supervisor, who reviews work through meetings, conferences, and reports concerning timeliness of recertification activities, problems encountered with participants and landlords, and overall results achieved. This class is FLSA nonexempt. This classification has been designated as a non-classified, non-merit system, at-will position.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to high school graduation or GED. Considerable (3 - 5 years) experience in the HCV tenant-based program.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Bilingual (English/Spanish) speaking skills are highly desirable. Certification through Nan McKay, the National Association of Housing and Redevelopment Officials (NAHRO), or comparable training agency as a HCV Specialist in the areas of occupancy, rent calculation, and/or eligibility is highly desirable. Supplemental college coursework or training in casework management, social work, social sciences, or a closely related field is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Interviews applicants and participants to determine initial eligibility and continuing eligibility for housing programs. Explains HUD and HCV rules, regulations, and procedures to program applicants, participants, landlords, and staff. Provides referral information relating to social services, and other housing agencies. Communicates between the Housing Authority and participating rental property owners to ensure rental property owners understand the rights and responsibilities of program participation. Prepares recertification and verification documents, periodic reports on case load status, and related topics as required. Coordinates activities with special programs, such as Family Self Sufficiency and homeownership, and portability. Conducts staff meetings and may coordinate training sessions for HCV staff regarding implementation of new procedures, regulations changes, and policy updates.

**Manual/Physical:** Operates a personal computer (PC), and calculator, to update case files, complete reports, calculate assistance, input data, generate contracts, create file documentation, and create correspondence. Prepares certifications and recertifications. Creates and maintains complex records, databases, and integrated filing systems which may involve processing confidential matters. Operates a variety of standard office equipment. Meets scheduling and attendance requirements.

**Mental:** Comprehends and makes inferences from written documents and material in order to establish initial eligibility for programs, determine rent subsidies, verify continued eligibility for recertification, and complete rental assistance data. Prioritizes initial and annual certification of housing assistance by established deadlines. Checks case file data, including proposed rents, income verification, and asset verification. Examines, verifies, and approves requests for tenancy approval to ensure eligibility and compliance with regulations. Conducts quality control file reviews. Learns HUD regulations for housing assistance programs through on-the-job training and in a classroom setting.

## **Knowledge and Abilities:**

Knowledge of:

community organizations, community resources and referrals, service agencies, civic and charitable groups, and realtors or rental agencies;

HUD regulations, guidelines, and procedures regarding Housing Choice Voucher and special assistance programs;

general program requirements for the housing quality standards;

rent reasonable guidelines;

the City of Mesa housing program jurisdiction;

procedures to process HCV portable vouchers;

general casework management principles and practices as they apply to low income housing and special

assistance programs; and socioeconomic problems and needs of low income families and individuals, including the elderly and disabled.

Ability to:

diplomatically resolve controversial issues;  
supervise, train, and evaluate personnel;  
certify financial eligibility for housing assistance programs;  
act as a liaison when reviewing lease documents between participants and landlords to ensure participants are aware of, and understand, the provisions of the lease; and  
establish and maintain effective working relationships with management, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised Title, Adding Grant-Funded 11/16

TC/st/th

CS4022.DOCX

EEO-Para

JOB FCTN-ADM

INCREMENTS 81-200

PAY GRADE: 44

IND-8810

SWORN-No