

HOUSING SERVICES COORDINATOR - GRANT-FUNDED

JOB DESCRIPTION

Classification Responsibilities: A Housing Services Coordinator is responsible for performing professional-level administrative duties involving research, analysis, and reporting on a variety of topics related to management programs in support of the Housing Choice Voucher Programs which includes Housing Choice Voucher, Mainstream, Veterans Administration Supportive Housing (VASH), Shelter Plus Care, Family Self Sufficiency, Home Ownership and Project Based Vouchers and other program areas as assigned. Job duties include, but are not limited to, coordinating, generating, and preparing the Administrative Plan in compliance with Housing and Urban Development (HUD) regulations, and analyzing federal registers, notices, regulations, and other HUD documents and data to provide policy recommendations; coordinating year-round activities and submitting the annual Section Eight Management Assessment Program (SEMAP) Certification to HUD, performing related file reviews, and coordinating compliance activities; and providing statistical documentation of Housing Choice Voucher data, researching de-concentration status, and analyzing overall compliance with regulations. Duties also include comparing and monitoring work flow through monthly 50058 reports and providing other technical management data to make staff assignment recommendations; PIC submission; EIV compliance; coordinating monthly management reports; preparing Housing Choice Voucher data and incorporating additional data from other sections of the Division; supporting Housing & Community Development Audit point of contact with auditing activities of the Housing Choice Voucher Program; acting as liaison with housing software vendor to resolve problems; creating and maintaining Housing Choice Voucher user report documents; trouble shooting report problems and implementing alternate solutions; and organizing, submitting, and providing compliance documents for Family Self-Sufficiency/ Homeownership annual grant writing activities. The Housing Services Coordinator directly supervises Housing Specialists. This position performs related work as required.

Distinguishing Features: Duties are performed under the general direction of the Housing Services Director. Most work requires the use of initiative and independent judgment and is reviewed by the Director through written reports and overall results achieved. This class is FLSA exempt-administrative.

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. Considerable (3 - 5 years) experience in Housing Choice Voucher Programs. Good (1 - 3 years) progressively responsible administrative experience (examples: researching and analyzing data, making recommendations, comparing and monitoring data to determine compliance with policies, regulations, and guidelines, etc.).

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree, preferably with a major in Public or Business Administration, Social Work, or a related field. Certification through Nan McKay, the National Association of Housing and

Redevelopment Officials (NAHRO), or comparable training agency as a Housing Choice Voucher Housing Specialist in the areas of occupancy, rent calculation, and/or eligibility is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with vendors and service contractors to obtain product information and discuss contract terms. Communicates with Housing Services employees to perform operational analyses on internal programs or work tasks. Composes correspondence dealing with Housing Choice Voucher programs, which may require considerable discretion, judgment or negotiation in replying to inquiries, and/or presenting or requesting information. Represents the Division's perspective on various committees and/or before management. Explains HUD and Housing Services rules, regulations, and procedures to staff as needed. Coordinates training sessions for Housing Voucher Program staff regarding implementation of new procedures, regulations changes, and policy updates.

Manual/Physical: Operates a personal computer (PC) and uses various software to prepare detailed and technical reports for use by management. Attends meetings to coordinate efforts, represent the department, and to collect information. Coordinates year-round activities and submitting the annual Section Eight Management Assessment Program (SEMAP) Certification to HUD. Reviews caseworker files to ensure accuracy. Compares and monitors data (e.g., work flow, caseworker files, etc.) to determine compliance with division policies and HUD regulations. Operates a variety of standard office equipment. Meets scheduling and attendance requirements.

Mental: Supervises and evaluates the work of staff performing Housing Choice Program activities. Conducts a variety of technical management studies for reports and operational analyses. Researches City records, HUD regulations, etc., to prepare detailed reports outlining problems and recommends policies, practical solutions, or course(s) of action. Analyzes federal registers, notices, regulations, and other HUD documents and data to provide policy recommendations. Monitors the HUD website for information related to changes in regulations. Ensures internal processes and procedures are reviewed and modified accordingly. Supports Housing & Community Development Audit point of contact with auditing activities of the Housing Choice Voucher Programs. Organizes, submits, and provides compliance documents for Family Self Sufficiency/ Homeownership annual grant writing activities. May assist in the preparation, administration, and monitoring of the division budget. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously.

Knowledge and Abilities:

Knowledge of:

HUD regulations, guidelines, and procedures regarding Housing Choice Voucher which includes Housing Choice Vouchers, Mainstream, VASH, Shelter Plus Care, Family Self Sufficiency, Home Ownership and Project Based Vouchers and special assistance programs;
general program requirements for the housing quality standards;
the City of Mesa housing program jurisdiction;

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

assistance programs;
socioeconomic problems and needs of low income families and individuals, including the elderly and disabled;
basic principles and practices of public administration and governmental organizations;
research and statistical methods and techniques used in public administration;
the principles of accounting, organizational development, personnel management, policy formation; and
the principles and practices of office management and the equipment used.

Ability to:

supervise, train, and evaluate personnel;
make decisions and exercise resourcefulness in addressing new problems;
compose correspondence dealing with projects/assignments which require considerable discretion, judgment, or negotiation;
compare and monitor data to determine compliance with policies, regulations, and guidelines;
conduct a variety of technical management studies and reports;
analyze and research records to prepare detailed reports outlining problems and recommends policies, practical solutions, or course of action; 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 to Update Department Title 2/16

TC/pg/vl

CS4449.DOCX

PAY GRADE: 46

EEO-Prof

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 81-200