

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB101 Leased Housing Specialist
POSITION #/TITLE: 0236, 0341, 0898, 1016, 2001, 2013, 2263 Leased Housing Specialist	Adopted: 07-97
	Revised: 11-13

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 0388/NB441/Assisted Housing Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word and Excel
Personal Protective Equipment: None	

General Statement of Duties

Collects, assembles, reviews and evaluates information to determine eligibility for participation in the City's rental assistance program. Coordinates services with other agencies as required. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Individuals in the Leased Housing Specialist classification are assigned to functional areas of the Section 8 Housing Choice Voucher Programs such as inspections, intake and referral and social service coordination. However, the incumbent must be able to conduct and assume any Section 8 Housing Choice Voucher Program activity.

Examples of Essential Work (Illustrative Only)

Implements program requirements such as providing department testimony at information hearings, implementing citizenship tracking, and mediating owner charges for unpaid rent, vacancy losses due to damage and program marketing;

Collects, assembles, reviews and evaluates household financial and personal data to determine program eligibility and reauthorization to participate;

Interviews program applicants, participants, employers, and other information sources to verify financial, household and program reauthorization data;

Issues housing certificates or vouchers for eligible applicants and participants and informs clients of program rules, procedures, lease or rental agreements and monitors completion of required forms;

Provides information to potential rental owners and housing contractors about housing program requirements, processes and procedures;

Administers and coordinates Section 8 Housing Choice Voucher Special Programs, including the Family Self-Sufficiency Program (FSS) and Homeownership Option;

Evaluate rental properties for participation in the Leased Housing Program and performs annual inspections of participating properties; which includes a lead-based paint visual assessment;

Informs property owners of required repairs, establishes deadlines for corrective actions, monitors compliance and related payment activities;

Monitors income changes for program participants and adjusts rental payments according to program eligibility requirements;
Analyzes rental fee structures and evaluates requests for rental increases during lease renewals;
Develops reports of property deficiencies and ensures corrective actions are taken;
Investigates and resolves participant and property owner complaints;
Reviews and determines property damage claims awards and initiates compensatory actions against program participants;
Develops work plans and specifications for Lead-Based Paint hazards;
Monitors Lead-Based Paint project progress, mediates complaints, and conducts final inspections;
Coordinates relocation process for the occupants with the Lead-Based Paint Specialist;
Implements other program requirements such as providing department testimony at informal hearings, implementing citizenship tracking, and mediating owner charges for unpaid rent, vacancy losses due to damage and program marketing;
Attends meetings, conferences and workshops as requested and authorized;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Considerable experience determining eligibility for government housing programs, evaluating construction or residential projects for compliance with municipal codes or providing social service counseling;
Good knowledge of Housing and Urban Development Section 8 eligibility and program requirements and Section 8 Housing Choice Voucher (HCV) Housing Quality Standards and local housing code;
Comprehensive knowledge of Federal, State and local laws governing fair housing, civil rights, and tenant-landlord relationships;
Some knowledge of the Department of Housing and Urban Development Requirements for Notification, Evaluation, Reduction of Lead Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance;
Ability to negotiate, prepare and monitor leases and rental contracts;
Ability to interpret, apply and verify Federal, State and local housing assistance eligibility requirements;
Ability to inspect and evaluate properties for program eligibility, property damage and compliance with housing assistance program standards;
Ability to prepare accurate and reliable reports containing income and household eligibility data, program violations, building standards, code violations and corrective actions, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree with major coursework in social work, real estate management or a closely related field; and
Considerable experience determining eligibility for government housing programs, evaluating construction or residential projects for compliance with municipal codes or providing social service counseling; and
Some experience in lead paint visual assessments and requirements preferred; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Valid Driver's License upon appointment.

Certification for Visual Assessment Online Training through the Department of Housing and Urban Development within one month of appointment.

Certification for Income eligibility/rent calculation and housing quality standards after appointment (time requirement for certification will be based on availability of classes, with a goal of within one year).

Other training certifications as determined necessary to perform the required tasks.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to inspect residential properties for housing quality and municipal code compliance;

Sufficient manual dexterity which permits the employee to operate computer equipment and tools used in housing evaluations;

Sufficient personal mobility which permits the employee to ensure housing quality and municipal code standards in a variety of residential dwellings.