

## HOUSING SPECIALIST

### **DEFINITION**

Under general supervision, interprets implements, communicates, and enforce Housing Authority guidelines and regulations to program participants, property owners, and other interested parties.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Interprets implements, communicates, and enforces Housing Authority guidelines and regulations to program participants, owners, and other agencies; conducts interviews and appointments to determine eligibility for the housing program. Verifies client information and maintains records; analyzes data; generates reports and performs case file management and computer updates for re-certifications, interims, rent increases, negotiations, issuance of vouchers, third party verifications and preparation of fraud cases; resolves applicant, tenant, owner and citizen complaints regarding housing assistance programs.

Negotiates contract rents with owners participating in the program; researches current and proposed federal laws and guidelines for housing assistance programs and ensures compliance with guidelines; counsels program participants on program violations; prepares criminal background investigation packets and contract documents; prepares and mails correspondence to tenants and owners regarding program policies and procedures; trains and assists subordinate staff.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledgeable of housing standards, regulations, and guidelines

Knowledgeable of housing programs practices and principles

Knowledgeable of file and record management

Skilled in negotiating vendor and rental contracts

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships with both internal and external customers

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with little to no immediate supervision

Ability to type 40 words per minute with 5% error rate

Ability to speak English and a second language (Spanish) is highly desirable

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

### **QUALIFICATIONS**

A high school diploma or equivalent **AND** four (4) years of progressively responsible experience in housing, property management or social services/ grant funded programs **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.