**Housing Authority of the City of Longmont**

**Announcement: 11/12/2020**

**Position Closes: Open until filled**

**Position Title: Housing Choice Voucher Specialist**

**Full-Time, Benefitted Position**

**Job Summary:** Performs administrative work for the Housing Choice Voucher (HCV) Program including, but not limited to, determining eligibility and rent subsidies for the HCV Program according to federal rules and regulations required to operate the program in order to provide safe, quality and affordable housing for low-income households.

Recently, the City of Longmont and the Housing Authority of the City of Longmont (LHA) have entered into an Agreement to strengthen their leadership efforts and leverage their resources to provide affordable housing to Longmont community members who need it most. The LHA is looking for candidates to become members of a multi-disciplinary team committed to innovative housing opportunities and approaches. Successful candidates will possess the following attributes: embody a spirit of service; treat others with respect and dignity; model honesty and integrity; contribute to a positive work environment; engage in frequent and meaningful communication; hold self and others accountable; embrace and promote teamwork.

**Essential Responsibilities:**

1. Conducts interviews, screens and documents HCV applicants/participants. Calculates participant rent and HAP payments
2. Performs annual re-certifications on time and interim changes in a timely manner to determine rents and eligibility (e.g. changes in income, family composition, assets, or any other changes that could affect participant rent responsibilities); answers participant and landlord questions, and addresses concerns
3. Maintains participant files in accordance with the US Department of Housing and Urban Development (HUD) regulations and LHA policies and procedures
4. Schedules biennial housing inspections and initial housing inspections for participant moves; identifies deficiencies and notifies tenants/landlords to correct deficiencies
5. Prepares HUD-related reports in a timely manner
6. Schedules and conducts new admission and move orientations for applicants and program participants. Knowledge of EIV system
7. Researches, monitors and interprets HUD rules and regulations
8. Responds to requests by participants, staff and other partner agencies in person and in writing
9. Performs Rent Reasonableness analysis and maintains information for the annual SEMAP report
10. Follows the established Administrative Policies of the agency
11. Assists with decisions regarding participants’ continued assistance, program noncompliance, violations and rent payments
12. Develops and maintains good landlord/tenant relations and intervenes in landlord/tenant disputes
13. Interviews program participants and collects updated information pertaining to changes in income, family composition, assets, or any other changes which could affect participant rent responsibilities
14. Utilizes a variety of computer software programs
15. Maintains a variety of databases and paper filing systems to ensure accuracy of waiting list information and applicant eligibility
16. Performs other duties as assigned

**Desired Experience, Knowledge and Qualities:**

* Requires expert knowledge of the principles, techniques and practices of HUD subsidized housing programs; specifically Housing Choice Voucher program.
* Requires knowledge of federal, state and local housing regulations and operating requirements, and the ability to perform the essential functions of the Housing Choice Voucher Program.
* Sensitivity and the ability to relate to diverse populations in a courteous, professional manner.
* Ability to multi-task with attention to detail and be self-directed.
* Demonstrates professional, courteous and effective communication skills; both written and verbal.
* Strong computer skills with knowledge of Word, Excel, Outlook and Yardi software and HUD Web Access security system. Committed to providing excellent customer service in person and over the telephone.
* Ability to make sound independent judgments.
* Demonstrates time management and organizational skills.
* Proven composure in difficult situations with the ability to manage and resolve conflict effectively.
* Bilingual in Spanish/English communication desired.
* Knowledge of HUD rules and regulations and program changes.
* Strong customer service skills in the area of mediation and conflict resolution.
* Ability to research, interpret and evaluate data and federal regulations.

**Required Qualifications:**

* Requires Associates degree and 3 years’ progressively responsible work experience with Section 8 Housing, Public Housing Authority Administration, or closely related field. A combination of education and experience will be considered.
* Requires a valid Colorado driver’s license and qualifying driver’s license history
* Certification to perform Housing Quality Standards inspections, or ability to become certified in first three months.

**Working Environment:**

This position works in an office setting requiring the ability to lift up to 20 pounds, occasional lifting, carrying, walking, bending and standing; frequent hand/eye coordination and finger dexterity to operate personal computer and office equipment, vision acuity, speech and hearing. Frequently uses standard office equipment including: personal computers, calculators, printers, scanner and copy machines.

**FLSA Status:** Non-exempt. 40 hours per week, Monday – Friday, 8:00 am – 5:00 pm

**Hiring Range:** $21.49 - $23.88 per hour

**Submit resume to the Housing Authority of the City of Longmont at** [**olivia.devere@longmontha.com**](mailto:olivia.devere@longmontha.com) **or 1228 Main Street, Longmont, CO 80501.**

**Longmont Housing Authority is an equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or characteristic protected by law.**