



City of Westminster, MD

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written in this job description.

Housing Specialist

Department: Housing
Pay Grade: 110
FLSA Status: Non-Exempt
Position: 651040
Emergency Status: Non-Essential*

**Essential employees must report to work as scheduled, and are required to stay at work for extended duty when City offices close due to inclement weather or other emergency situations.*

JOB SUMMARY

An employee in this position is responsible for providing support for Section 8 Housing Choice Voucher (HCV) program through administration of one or more program processes.

ESSENTIAL JOB FUNCTIONS

- Performs Section 8 HCV program functions, including conducting annual recertification appointments with clients, sending third party verifications, calculating and averaging pay, conducting background checks, running rent reasonableness checks, and conducting interim recertifications.
- Schedules and conducts inspections and prints and mails notices and results.
- Administers either the Intake or Occupancy process and provides backup on the other process.
- Oversees lease ups and moves, port-ins and port-outs.
- Responds to customer needs.
- Administers process according to program administration procedures.
- Provides required audit trail of transactions and complies with all policies, regulations, and procedures.
- Schedules appointments for waiting list participants.
- Prepares and submits written reports as required.
- Performs general office support functions.
- Maintains up to date client and landlord records.
- Responds to all e-mail requests.
- Receives, dates, and sorts mail by priority and prepares all mail to be shipped by carrier.
- Orders and maintains office supplies, including supplies of forms as necessary for assigned programs.
- Performs data entry for the Rental Licensing program.
- Keeps supervisor informed of unusual or detrimental issues in a timely fashion.

- Cultivates and maintains positive relationships with City staff and the public.
- Keeps informed of current City housing practices by attending workshops and educational programs or reading specialized literature.
- Works in a constant state of alertness and in a safe manner.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School diploma or General Equivalency Diploma GED;
- Two (2) years of related experience; or
- Equivalent combination of education, training and related experience.

Licenses or Certifications:

- Possession of a recognized program Certification in either Occupancy, and/or Rent Calculation, or ability to obtain within six (6) months of employment, and the second certification within six (6) months of the first;
- Certification as Section 8 HCV Housing Specialist in Occupancy, or ability to obtain within six (6) months.

Knowledge, Skills and Abilities:

- Knowledge of the HUD Section 8 HCV policies and procedures.
- Knowledge of the Housing Choice Voucher Administrative Plan City
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software.
- Ability to act as a representative of the City to the public.
- Ability to maintain confidentiality of information.
- Ability to effectively and efficiently organize, track, and maintain department records.
- Ability to establish priorities and organize workload effectively and efficiently.
- Ability to establish and maintain effective working relationships with other staff, successfully communicate with other staff members and members of the public, and work as a team.
- Knowledge of the City's policies and procedures.
- Ability to maintain a pleasant and productive working atmosphere.
- Ability to respond properly in emergency situations and complete assignments under pressure.
- Ability to keep relevant parties informed of major issues and recommend changes as appropriate.
- Ability to operate relevant computer systems, including hardware and software, and office machines.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: fingering, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

WORK ENVIRONMENT

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The City of Westminster, Maryland has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Westminster, Maryland commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.