

HOUSING ASSISTANCE ADMINISTRATOR I (EXISTING HOUSING)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a moderately difficult nature within the function of processing rent subsidies under Section 8 Housing Assistance Payments Program (Existing Housing), the forms and procedures for which conform to federal standards. The work involves outreach to eligible families and property owners, the certification of eligibility for housing assistance, the inspection of housing units, the negotiation of contract and lease approvals, the preparation of rent subsidy payments and maintenance of accounts, and the preparation of reports. The work is performed under the direction of a Housing Authority Board or Village Mayor within the structure of federal regulations. Work direction is given to clerical and/or other personnel involved in the determination of eligibility for housing assistance. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes assistance applications for certification of eligibility and conducts both annual review and interim adjustment requests for recertification;
Negotiates with landlords on behalf of new tenants and the recertification of tenants concerning rent adjustments and other problems;
Prepares an annual budget request as well as a variety of statistical and financial reports as required by the Federal Department of Housing and Urban Development;
Provides newspaper releases and meets with community organizations and landlord associations to publicize the program;
Conducts housing unit inspections for compliance with quality standards;
Conducts rent surveys and certifies rent reasonableness;
Directs the flow of clerical work including the maintenance of all records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal laws and regulations as they concern the Section 8 Housing Assistance Payments Program (Existing Housing); working knowledge of the principles and practices of public relations and of interviewing; ability to work independently within the scope of general direction; ability to communicate effectively both orally and in writing; ability to maintain records and prepare budgetary and statistical reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the application of established criteria in examining and evaluating claims for financial assistance, unemployment or insurance benefits, or similar programs, or in the preparation of fiscal reports or budgets, one (1) year of which must have been in a supervisory capacity.

NOTES:

1. College study may be substituted for the non-supervisory experience on a year-for-year basis.
2. Two additional years of the required work experience may be substituted for the supervisor experience.