

## **SECTION 8 PROGRAM COORDINATOR (COMMUNITY DEVELOPMENT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating work involving responsibility for overseeing and participating in the day-to-day operation of the Section 8 Housing Assistance program, a program administered by the Office of Community Development, to provide housing subsidies to eligible residents in accordance with the United States Department of Housing and Urban Development (HUD). The work is performed under the supervision of a higher-level administrator. Supervision is provided to program staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees day-to-day Section 8 program activities and supervises Section 8 program staff;  
Reviews tenant files for accuracy, completeness and adherence to Section 8 Program regulations;  
Compiles data and prepares Section 8 housing reports, statistics and forms as required by HUD and other governmental agencies;  
Oversees and ensures proper implementation of components of the Section 8 program (e.g. Homeownership, Portability, Wait List and Family Self-Sufficiency);  
Resolves client problems, as needed;  
Meets with landlords, supervises the inspection of housing units and approves same for rental;  
Presents evidence in administrative hearings;  
May act as liaison with municipal agencies, private industry groups, community organizations, etc. with respect to Section 8 policies and regulations in order to provide and exchange information.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of HUD programs, laws, rules and regulations especially as they pertain to the Section 8 Housing Assistance program; good knowledge of housing inspection procedures in accordance with HUD requirements (e.g. regarding unsafe or unsanitary conditions); good knowledge of recordkeeping procedures pertaining to the Section 8 Program; ability to establish and maintain cooperative relationships with others; ability to interpret rules and regulations and implement same; ability to prepare reports; ability to supervise the work of others; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** An Associate's degree or higher and four (4) years of substantial technical, coordinating, or managerial experience in a federal or state eligibility program (e.g. housing or home assistance program, medical/food/financial assistance, employment, child care subsidy program, etc.), at least two (2) years of which included supervisory responsibilities as a major function of the job.

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Competitive