



POSITION DESCRIPTION

HOUSING CHOICE VOUCHER PROGRAM ASSISTANT MANAGER

REPORTS TO: Housing Choice Voucher Manager or Designee

POSITION SUMMARY: The Housing Choice Voucher (HCV) Assistant Manager is responsible for supporting the administration of all activities related to the HCV programs and coordinates with the HCV Manager on program operations, all certifications, re-certification activities, Housing Assistance Payments and other HCV financial management issues. The HCV Assistant Manager also coordinates with the Housing Inspector who may an employee or contractors.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Preparing reexamination forms for HCV programs for annual reexaminations of tenants.
2. Compiling information, doing calculations, entering into the computer reexaminations for assigned projects and programs.
3. Preparing re-determinations for HCV Programs.
4. Maintaining computerized tenant master files and family composition files.
5. Running scheduled reports and special request reports.
6. Performing general office duties such as filing, as required and directed for the effective and efficient operation of the management office.
7. Maintaining other records that pertain to assigned projects or programs.
8. Keep records of all vacancies, move-ins and move-outs.
9. Assists in monitoring regulatory changes in HUD's HCV programs and related requirements to assure that the Authority's HCV Administrative Plan is current with all program requirements.
10. Monitors and performs Annual Re-certification for HCV Program. These re-certifications are subject to quality control reviews. Prepares all HUD 50058 forms for electronic submission.

11. Assists in the supervision of department staff and contractors affecting HCV program operations.
12. Performs Interim Re-certifications and other adjustments to program participant files. These adjustments are subject to quality control reviews.
13. Assists in the preparation of all HAP and Voucher changes for monthly check run. Preparing HAP Roll, Landlord Disbursements, Utility Reimbursement and Check Register for monthly HAP to landlords.
14. Assists in monitoring "outgoing" and "incoming" HCV households and coordinates with the accountant on all subsidy reimbursements (outgoing) or requisitions (incoming) for other Authorities.
15. Works with HCV manager to assure that an adequate queue of eligible HCV applicants are on the HCV waiting list. interviewing of applicants, processing of applications including verification of income, selection of eligible families and leasing of apartments.
16. Conducts initial briefing for all HCV "incoming" Certificates or Vouchers.
17. Conducts briefings for new landlords.
18. Reviews and recommends for approval any landlord claims for damages and unpaid rent.
19. Assists in monitoring all eviction & termination proceedings involving program participants.
20. Assists in reviews and updates, on a periodic basis, information required for rent reasonableness.
21. Assists in reviews and updating utility allowance schedules.
22. Attends meeting with landlords, community groups and other groups as a representative of the Authority on HCV Program issues.
23. Assists in the development and implementation of outreach activities to local landlords to promote participation in the HCV program.
24. Assists in the preparation of grant applications or responses to Notices of Funding Availability related to HCV program.
25. Monitors progress of household during housing search.
26. Receives and reviews Request for Lease Approval. Assists in the monitoring of all leasing schedules.
27. Negotiates lease terms on behalf of applicant and applies rent reasonableness test.
28. Prepares HAP contracts and arranges for their execution in conformance with program requirements.

29. Monitors household demographics and updates existing database.
30. Provides technical assistance to landlords and program participants on Fair Housing requirements.
31. Performs all routine administrative functions for verification of household income and status.
32. Revise HQS Inspection protocol as needed to reflect new federal and state code requirements. Assist in the setup & monitoring of overall schedules for Annual HOS Inspections for the HCV program.
33. Performs HQS inspections as a prerequisite for lease approval of Annual Recertifications.
34. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

PERFORMANCE CRITERIA:

The Housing Choice Voucher (HCV) Assistant Manager is a responsible position. Performance will be evaluated on promptness in meeting rent-up & occupancy certification schedules and avoidance of compliance findings by HUD or other auditing entities. Ability to develop and revise procedures in a manner that balances simplicity and effectiveness will be valued. Lack of substantial complaints from landlord and program participants is a consideration.

QUALIFICATIONS AND SKILLS:

1. Above average written and oral communication skills.
2. Computer literacy.
3. Bi-lingual in Spanish and English preferred but not mandatory.
4. Knowledge of HQS and State Code requirements.
5. Ability to obtain a HCV Occupancy Certification within one year.
6. Ability to develop HCV program procedures and administrative systems.
7. Knowledge of HCV program regulations.
8. Ability to assemble and analyze factual information for the purpose of developing proposed courses of actions and comprehensive solutions to program-related issues.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited college or university, with a Bachelor's Degree preferably in Business or Public Administration, Social Sciences, or a related field.
2. Five (5) years practical experience in public housing programs, leased housing or assisted housing programs, preferably with some supervisory experience.
3. Or an equivalent combination of education and experience deemed by the Housing Authority to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. Must have a valid State of Rhode Island vehicle operator's license.
2. Must be capable of operating various types of office business machines including a computer through a standard keyboard.
3. Must have HCV Occupancy Management Training or Eligibility & Rent Calculation Certification or must complete such Certification or equivalent training as approved by the Housing Authority within twelve (12) months of the date of appointment to the position.
4. Bilingual preferred (English and Spanish).
5. Must be bondable.

PHYSICAL DEMANDS:

SEDENTARY (requires lifting 10 lbs., carrying small objects) X
LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)
MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)
HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.)
VERY HEAVY (requires lifting over 100 lbs., such as moving furniture)

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u> O </u>	H. Reaching	<u> O </u>	O. Crawling	<u> R </u>
B. Sitting	<u> C </u>	I. Handling	<u> F </u>	P. Bending	<u> O </u>
C. Walking	<u> O </u>	J. Fine Dexterity	<u> F </u>	Q. Twisting	<u> O </u>
D. Lifting	<u> R </u>	K. Kneeling	<u> O </u>	R. Climbing	<u> R </u>
E. Carrying	<u> R </u>	L. Crouching	<u> O </u>	S. Balancing	<u> R </u>
F. Pushing/Pulling	<u> R </u>	M. Foot Controls	<u> O </u>	T. Vision	<u> C </u>
G. Hearing	<u> C </u>	N. Talking	<u> F </u>	U. Other	<u> </u>

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified.