



P: 850-385-6126 | F: 850-385-0390 | TDD: 711
2940 Grady Road, Tallahassee, FL 32312

TallHA.org

Kendall Jones
Chairman

Dr. James Moran
Vice Chairman

Cassandra Brown
Commissioner

Rev. Julius McAllister
Commissioner

Courtney Atkins
Commissioner

Walter Kelly
Commissioner

Brenda Williams
Executive Director

Tallahassee Housing Authority

Position Announcement

October 12, 2021

POSITION: Housing Specialist- Housing Choice Voucher Program

SUPERVISOR: Supervisor

STATUS: Non- Exempt

SALARY: \$17.00 to 24.21 hourly **NOTE POSITION WILL BE HIRED AT MIMIMUM**

POSITION DESCRIPTION: The position duties include a wide range of activities related to determining and documenting applicant and/or participant eligibility, income, rent and contractual relationships with owners in support of the Housing Choice Voucher (HCV) operations using written administrative policies and procedures. The position requires full accountability for assigned cases including accurate and complete files, resolution of customer service cases, and responsiveness to participant and landlord inquires.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

1. Manage an assigned caseload of HCV participants
2. Conduct annual recertification within required time frames
3. Complete interim recertifications as required
4. Conduct participant briefings
5. Process and monitor participant moves to a new dwelling
6. Determine housing assistance payment and tenant rent calculation
7. Educate participants on program requirements and family obligations
8. Resolve concerns between owners, tenants and the Public Housing Authority (PHA)
9. Process all transactions within the PHA's required business systems
10. Maintain accurate and complete applicant/participants files
11. Provide excellent customer service to participants, landlords, co-worker, clients, and vendors
12. Conduct all job functions in alignment with the PHA's Administrative Plan, HUD regulations and other state and local requirements
13. Obtain certification in Housing Choice Voucher Specialist within 120 days of employment
14. Ensure regular attendance and punctuality
15. Perform other duties as assigned.



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DESIRED QUALIFICATIONS: Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science or a closely related field; a minimum of two years of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Alternatively, a two-year degree with four years of experience will satisfy the qualifications.

KNOWLEDGE AND ABILITIES:

1. Knowledge of general operations and procedures of a Public Housing Agency.
2. Knowledge of the purposes, policies, and regulation of the Housing Choice Voucher Program as established by the US Department of Housing and Urban Development (HUD).
3. Knowledge of the regulation affecting the Housing Choice Voucher Program and ability to understand the terms of the Housing Authority's Administrative Plan.
4. Demonstrated knowledge of business English, spelling, punctuation and arithmetic.
5. Knowledge of modern office equipment including copiers, personal computers, mainframe, terminals, calculators, facsimile machines, etc.
6. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
7. Ability to perform computations with speed and accuracy.

PHYSICAL REQUIREMENTS

1. Level of manual dexterity sufficient to allow for operations of a typewriter, terminal keyboard, telephone, facsimile machine, calculator, etc; ability to transport oneself to various assisted housing locations and offices as may be required in fulfilling job duties.
2. Ability to move, handle or lift small objects around desk, area, e.g. files, computer printouts, reports, calculator, pencils, legal pads, etc.
3. Ability to physically inspect all types of rental units
4. Ability to bend, stoop, kneel, and crawl

SPECIAL REQUIREMENTS

1. Must possess a valid Florida driver's license and reliable transportation
2. Must be bondable
3. Drug Screen and criminal background checks will be performed on all new hires.