



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: (573) 443-2556 ♦ TTY: (573) 800-735-2966 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Special Programs Specialist Range E

DEPARTMENT/DIVISION: HOUSING CHOICE VOUCHER PROGRAMS

STARTING SALARY: MINIMUM BELOW, PLUS FRINGE BENEFIT PACKAGE

	<u>MINIMUM</u>	<u>MAXIMUM</u>
ANNUAL:	\$32,136	\$43,680
MONTHLY:	\$2,678	\$3,640
BI-WEEKLY:	\$1,236	\$1,680
HOURLY:	\$15.45	\$21.00

POSITION SUMMARY: This is a position responsible for providing assistance in obtaining affordable housing for low-income families through Columbia Housing Authority's Special Programs which include but are not limited to Veterans Affairs Supportive Housing (VASH), Continuum of Care (COC), and Tenant-Based Rental Assistance (TBRA). This position collaborates with several local agencies as well as the Missouri Balance of State to provide permanent supportive housing to low-income individuals and families experiencing homelessness.

This position requires superior knowledge of federal housing regulations relating to admissions and occupancy of subsidized programs. Exceptional organizational skills are a must, and the ability to work with a variety of organizations to provide housing services to those in need is essential. Major work activities include (1) Conducting initial and annual interviews of applicants and tenants participating in Special Programs (2) Participation in the HUD mandated Coordinated Entry process (3) Communicate with and collaborate with social service agencies in the community in order to serve and assist persons eligible for special programs administered by the Columbia Housing Authority.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: Bachelor's degree preferred with major course work in Sociology, Public Administration, Social Work, or related field. Requires a minimum of two years knowledge in Federally subsidized Housing Programs. Preference given for experience with low income housing management, or 3 years' experience or training in business or public administration, general management, accounting, finance or social services. Must have a minimum of 2 years' experience with computers and software. Must have obtained or possess the ability to obtain Section 8 Specialist Certification. Must be bondable, insurable and able to pass a pre-employment drug screen and background check. Must be able to travel overnight. Must have or obtain a current Missouri driver's license. Must be able to obtain and/or maintain a bank account.



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Position Description Special Programs Specialist

REPORTS TO: Chief Operations Officer

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MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

- Respond to inquiries regarding CHA's Special Housing Programs.
- Review applications and determine eligibility of applicants under the CHA's Administrative Plan and Special Program guidelines including the initial determination of family composition, income eligibility, and the qualification for local preferences. Verifies family composition and income and determines appropriate tenant rent, utility assistance, and housing assistance payment.
- Counsels landlords regarding the Special Programs and the responsibility of the Housing Authority, participant, and landlord. Serves as a resource for landlords that need additional information about participation in the program.
- Approves the lease and appropriate rent after reviewing fair market rents and rent reasonableness survey.
- Completes program forms and reports as required.
- Ensures that all move-in, move out, and annual inspections are performed.
- Performs annual re-certification of program participants.
- Ensures compliance with federal regulations associated with the Special Program and compliance with regulations covering other rental assistance programs as assigned.

- Performs related work as assigned by the Chief Operations Officer.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of counseling and problem-solving techniques.
- Must be able to communicate well, both orally and in writing, with CHA staff, residents, landlords and the general public.
- Knowledge of the practices, procedures and policies of CHA and Federal regulations governing the provision and oversight of the Special Programs.
- Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the frame- work of policies and procedures.
- Ability to utilize computer hardware and software required to meet the general responsibilities of the position.
- Ability to make arithmetic computations with speed and accuracy.
- Ability to collaborate and communicate with other social service agencies in an effort to provide services to participants.

EDUCATION AND EXPERIENCE:

- Required: Bachelor's Degree in: Social Services, Business or Public Administration.
- Must have a minimum of two years' experience in Low Income Housing Program Management or three years' experience and training in business or public administration, general management, accounting, finance or social services and,
- A minimum of two years of experience with computers and software systems.

SPECIAL REQUIREMENTS:

- Must be bondable and insurable
- Must have or obtain a valid Missouri driver's license
- Must attain Housing Choice Voucher Specialist certification within one year of employment
- Must be willing to travel overnight a minimum of 15 days annually for training or attendance at conferences/workshops
- Must be able to obtain and maintain a bank account
- Must be able to pass a pre-employment drug screen
- Must be able to pass a background check

Employee

Date