

Section III

311. Housing Program Specialist II

Definition:

Under direction, performs eligibility and other tasks associated with participants in assigned housing programs. Insures that tenant files are maintained, and that available housing units are leased to eligible tenants in a timely manner. Prepares work orders as required. Insures compliance with all local or statutory regulations; maintains good tenant relations; performs clerical work as required, and other duties as directed within classification.

Example of Duties:

Prepares and checks tenant records, maintaining verification for all income, and performing exact computations establishing eligibility and rent. Must have a working knowledge of local policy and statutory requirements concerning tenant eligibility, as well as ability to accurately and completely prepare lease forms, affidavits, and maintain accurate tenant records. Verifies eligibility through the use of written third party or affidavit documentation. Requires an aptitude and propensity for dealing with people, and to have the ability to employ a considerate and diplomatic handling of all tenants and applicants, assuring good tenant relations. Conducts annual and special re-examinations that are necessary due to change of income, change of occupancy, etc. Prepare and submit monthly, quarterly and annual reports concerning occupancy, as required by law. Counsels tenants on sub-standard housekeeping conditions. Insures the content and accuracy of the documentation of data in the tenant files. Assists in gathering and finalization of data for use at informal and formal hearings. Accepts payment (checks or money orders only) at rent-up and issues receipts. Writes agreements with tenants, prepares late rent notices and insures tenant rents are kept current; maintains petty cash records; properly disseminate information on rules and policy, and serve the purposes and intentions of the assigned housing program. Operates a motor vehicle as necessary to perform duties. Performs other related tasks within the job description.

Employment Standards:

General knowledge of the methods, practices and terminology used in filing and office procedures. Performs clerical/records tasks of moderate difficulty without close supervision. Operates a variety of office equipment and type 30 words per minute. Ability to post and make arithmetic computations rapidly and accurately. Ability to follow oral and written instructions. Must be able to correctly operate various office equipment including the ability to accurately input information into the current computer system. Have a knowledge of modern office practices and procedures, and an aptitude and propensity for dealing with people. Ability to organize and maintain orderliness and a neat personal appearance. Must have successfully completed at least twelve (12) months

Housing Program Specialist II (Continued):

in an Agency eligibility/clerical position or any other equivalent position as determined by the Program Manager and Executive Director.

Must have working knowledge of the Occupancy Policy as well as any internal operating procedures of the assigned program(s).

Education:

Equivalent to two years of college (48 Semester units or more), and practical experience in the performance of general office record keeping and general office procedures. One year of actual experience in an office or one year of housing eligibility work will be accepted as equivalent to one year (24 units) of completed college education.

License:

Mandatory to possess a valid California Driver's License, and must present a DMV printout if required by the Employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. All physical requirements shall be applicable to the tasks and duties listed for employees within this classification, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment examination.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Employees of the Housing Authority Of The County Of Merced are covered under the Federal Drug-Free Workplace Act of 1988, and the California Drug-Free Workplace Act of 1990, which set as a goal the elimination of the effects of illegal drugs in the workplace.

(Revised 4/94)