

**HOUSING SPECIALIST I
HOUSING SPECIALIST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction from the Housing Manager and/or the Community Development Director, performs a variety of work involving programs, projects, and activities related to the implementation and administration of the City's Section 8 housing program; serves as staff liaison to various local organizations and the public on affordable housing, redevelopment, and assigned residential development related matters.

IDENTIFYING CHARACTERISTICS

Housing Specialist I - This is the entry-level class in the Housing Specialist series. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the "II" or journey level. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the "II" level, and is at the discretion of higher level supervisory or management staff.

Housing Specialist II - This is the journey level class in the Housing Specialist series. Employees assigned to this level perform the full range of duties related to section 8 housing and also provides assistance to the Housing Specialist I class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Determines initial eligibility for Section 8 housing by conducting interviews with applicants; verifies continuing eligibility by administering annual exams and interviews.
2. Conducts initial inspections of Section 8 residences to verify eligibility; conducts inspections of existing clients to verify continuing compliance.
3. Sends correspondence to eligible applicants; schedules interview with applicants.
4. Responds to inquiries from general public, and current and potential clients.
5. Reviews contracts and leases with owners and tenants.
6. Maintains a variety of data specific to the City's affordable housing program, including waiting lists, participant income, allowances, and family compositions.
7. Collaborate and exchange information with other public agencies and housing authorities.
8. Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

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9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Section 8 housing regulations.

Pertinent federal, state, and local laws, codes, and regulations.

Public relations techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform duties in support of the Section 8 housing program.

Effectively present information and respond to questions.

Establish and maintain accurate records and files.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Housing Specialist I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible experience in an extensive public contact environment.

Housing Specialist II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible experience in an extensive public contact environment comparable to that of a Housing Specialist I with the City of Suisun City.

License or Certificate:

Possession of an appropriate driver's license.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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