

HOUSING AUTHORITY RENTAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating activities relating to execution of rental lease agreement, Section 8 certificates, vouchers, collection of rents, and housing assistance contracts in a municipal housing authority. The incumbent may review rental applications, determine eligibility for participation in the Section 8 or other rental programs, prepare lease agreements, and collect rents. The position will involve bookkeeping duties in maintaining financial records relating to housing authority activities, and in preparing reports, vouchers, housing checks, payrolls, and accounts payable. Work is performed under supervision of the Executive Director of the Housing Authority.

TYPICAL WORK ACTIVITIES:

Receives rental applications and assesses eligibility using criteria established by HUD;

Calculates the amount of housing assistance payments for eligible recipients;

Maintains files for persons participating in rental programs and insures that proper documentation is received;

May assist in the review and approval of leases;

May assist in preparing documents and papers related to lease transactions;

Periodically reassesses participant income and determines the amount of rental charges;

May assist in collecting rents and making journal entries relating to payments received;

Performs bookkeeping duties including posting to journal or ledger accounts from appropriation, expense, invoice, payroll receipts, voucher records, or other original entry media;

Prepares summary statements of ledger balances;

Compiles payroll data, prepares and checks payroll;

Assists in maintaining records of operating costs;

Verifies and reconciles account balances according to prescribed procedures;

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Compiles and prepares simple financial and statistical reports;

Receives and acts on tenant complaints;

Takes inquiries and provides information concerning Section 8 or other rental programs;

May assist in processing applications or coordinating other housing or rent subsidy programs administered through the housing authority.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of rules, regulations, and administrative requirements of housing assistance programs; working knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions; good knowledge of tenant selection criteria and program eligibility criteria; ability to understand and interpret written material; ability to perform basic account clerical or bookkeeping duties; sensitivity to cultural diversity issues; ability to work effectively with people from a variety of socio-economic backgrounds; a desire to help others; tact; and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Possession of an associates degree and one year of experience in a position involving significant responsibility conducting interviews, determining program eligibility using established criteria, or explaining information to the public; or
- (B) Three years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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