

SECTION 8 HOUSING PROGRAM COORDINATOR 182-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for implementing and coordinating activities relating to the administration of the Section 8 Housing Choice Voucher Program. Incumbent will review program application, determine eligibility for participation in the program, inspect dwellings to determine compliance with HUD Issued Housing Quality Standards (HQS) and prepare a variety of documents or forms relating to the program. Supervision may be exercised over other staff assigned to that department. Work of incumbent is performed under supervision of the Executive Director of the Housing Authority.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Interviews and accepts applications from families and individual participants to determine eligibility for assistance under the Section 8 Housing Choice Voucher Program;
- Counsels tenants on the benefits and responsibilities of the Program;
- Assesses eligibility using established criteria and advises applicants of final determination;
- Conducts financial review of tenants to determine amount of housing assistance to be awarded;
- Issues voucher extensions when participants do not locate a suitable housing unit within the certification period;
- Performs comparisons of comparable rental units to verify rent reasonableness;
- Conducts housing counseling sessions with landlords and tenants;
- Conducts a physical inspection of apartments or homes to determine if they qualify for rental under Section 8 and HQS Regulations;

Explains Housing Quality Standards to property owners and agents participating in the program;

Receives and acts on complaints from either property owners or participants;

Compiles and prepares a variety of reports and forms including tenant/landlord contract/lease agreements;

Periodically reevaluates family income to determine changes in eligibility status;

May perform other routine duties related to the operation of the office.

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

TERISTICS: Good knowledge of office terminology, procedures and equipment, including the use of computers; good knowledge of business arithmetic and English; ability to read and interpret guidelines and regulations, including Public Housing Law and Codes; ability to work with people from different social, ethnic, religious and personal backgrounds; ability to communicate effectively, both orally and in writing; ability to analyze facts obtained and use the facts in making judgments regarding eligibility; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree and one (1) year of experience in a position involving significant responsibility for determining program eligibility using established criteria; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as described in (A) above; or
- (C) Four (4) years of experience as described in (A) above; or

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(D) An equivalent combination of training and experience as described in (A) and (B) above.

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Reviewed: September 9, 2002

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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