

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Contract Specialist
Reports to: Housing Contract Manager
Department: Contract Administration
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

To ensure that property owners and agents are in compliance with HUD guidelines for properties that are assigned to AMHA.

Essential Duties and Responsibilities:

65% Schedule and perform annual reviews of properties that are assigned to AMHA under the agreement, in accordance with production standards. Perform desk review process, including gathering and reviewing documentation, obtaining background information about owner/agent, and preparing for audit. Perform on-site audit, including obtaining and reviewing a sample of tenant files, completing M&OR questionnaire, completing Civil Rights compliance questionnaire, conducting unit reviews, conducting tenant interviews, and conducting close-out conference. Complete audit documentation, including completing audit reports (M&OR and CRC) within 5 business days; listing and explaining findings, corrective actions and due dates; and finalizing audit file. Follow-up on owner/agent's response and ensure owner/agent has addressed all findings. Provide appropriate advice and guidance to owners/agents in accordance with HUD and AMHA policies and procedures. After approval from Housing Contract Manager, and Regional Manager, enter data into CAS system in a timely fashion.

10% Monitor REAC physical inspection results, perform follow-ups and provides owners with a time frame for corrective action for projects assigned to AMHA. If action is not implemented, must inform Housing Contract Manager so an abatement notice can be issued. Must coordinate actions with the Central Contract Specialist.

10% Monitor Owner Compliance of Tenant Income, matching initiatives for projects assigned to AMHA. Follow-up with owners to resolve disputes. Must report electronically to the Central Contract Specialist on a monthly basis.

5% Assist in Health & Safety Issues for projects assigned to AMHA. Provide owner coordination and corrective action verification. Must coordinate actions with the Central Contract Specialist.

5% Perform Opt Out/HAP compliance verification for projects assigned to AMHA. After approval from Housing Contract Manager, submit resident/payment/unit data to HUD within 3 days of receipt of owners' notification of not renewing the contract. Must coordinate actions with the Regional Manager.

5% Miscellaneous

- Attends training seminars as required under the subcontractor agreement.
- Provide professional, courteous and appropriate advice to owners/agents as required.
- Other duties as assigned.

Minimum Qualifications, Education and Certifications:

- High school diploma and two to three years of project-based housing site management experience or high school diploma and auditing background gained through college level accounting courses or work experience in an accounting auditing function.
- Must have good written and verbal communication skills.

- Prior project-based Section 8 background or knowledge of HUD 4350.30 regulations gained through work experience or completion of Assisted Housing Manager certification is required.
- Background in physical inspection reporting preferred.
- Must have experience using personal computers and the Internet.
- Must have or obtain certification as an occupancy specialist or assisted housing manager within one (1) year of employment.
- Must have a valid Ohio Drivers license and be insurable by AMHA
- Must be a resident of Summit County within one year of employment.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, pulling, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting over 50 pounds and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Combined office environment, traveling to sites, working within various housing projects.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.