

AKRON METROPOLITAN HOUSING AUTHORITY

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

General Purpose:

Responsible for processing paperwork and vouchers for Section 8 New Construction and Substantial Rehabilitation program properties, as well as for properties where the Authority is either the landlord or the contract administrator.

Essential Duties and Responsibilities:

- 30% Prepares the Housing Assistant Payment vouchers, inputs and reviews certification forms and prepares claims for all Local Housing Authority (LHA) Section 8 Property. Answers questions and addresses issues with managers, HUD and the Ohio Housing Finance Agency (OHFA) regarding LHA and with Ohio Capital regarding LIHTC.
- 20% Reviews owner/manager Housing Assistance Payment voucher and certification forms and claims for properties where Authority serves as contract administrator. Approves Housing Assistance Payment voucher for payment. Requests accounts payable check or sends HAP payments to owner or mortgage company.
- 15% Editing and processing information to HUD and OFHA, with regards to the TRACS program (Tenants Rental Assistance Certification System.) This includes AMHA/LHA developments and properties of which AMHA is contract administrator.
- 10% Schedules and conducts annual audits of owner and tenant files for completeness and accuracy.
- 5% Responds to inquiries related to Section 8 from AMHA developments, landlords, Ohio Housing Finance Agency, HUD, and Ohio Capital.
- 10% Gathers, compiles and verifies accuracy of data for various reports such as year-end reports and HUD requests and tax credit reports.
- 10% Miscellaneous
 - Updates landlords and Authority Section 8 project managers with any changes in federal regulations and procedures.
 - Prepares budgets, quarterly requisitions on Annual Contribution Contract funds for all Section 8 new construction and substantial rehabilitation programs.
 - Maintains Section 8 cash receipts journal; reconcile bank statement.
 - Contacts banks or HUD regarding bad checks and errors, and cancels returned checks.
 - Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High School diploma and two to three years experience in property management and bookkeeping. Must obtain Occupancy Specialist Certificate or certificate equivalency within one (1) year of employment. Prior Section 8 and Low Income Housing Tax Credit (LIHTC) background preferred. Demonstrated proficiency with personal computers and computer software. Must have a valid Ohio driver's license and be insurable by AMHA

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, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. 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:

Office environment.

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.