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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | **SALARY:** | $1,804.57 /BiWeekly | |  |  | | --- | | **COMP. GROUP/RANGE:** 20/11 | |  | | **JOB TYPE:** PERMANENT FULL TIME | |  | | **DEPARTMENT:** CDA Housing Operations | |  | | **OPENING DATE:** 01/30/18 | |  | | **CLOSING DATE:** 02/22/18 11:59 PM | |  | | **GENERAL DESCRIPTION:** | | This is the entry level of the Housing Specialist career progression series.  This work is characterized as basic administrative support work in the implementation of Section 8 housing assistance programs, which includes managing a caseload of clients. The work is performed under the close supervision of higher level technical staff including the Housing Assistance Program Supervisor and is reviewed in progress and upon completion. | |  | | **EXAMPLES OF DUTIES AND RESPONSIBILITIES:** | | **Section 8 Housing Choice Voucher Administration**   * Manage a caseload of 350 participants within the S8 program. * Maintain participants physical and computer-based files with accuracy and efficiency. * Obtain 3rd party verifications of participant income, assets, and deductions for annual and interim recertifications. * Schedule annual recertification and moving appointments. * Interview participants to discuss income, assets, deductions, rent increases and signing of required HUD documents. * Calculate rent for admission, interim, annual and special recertifications with accuracy and efficiency. * Determine eligible voucher size, calculate maximum rent and utilities for participants who are moving. * Review and approve Request for Tenancy Approvals and leases after participant is approved for a unit. * Coordinate with S8 Inspector to schedule unit inspection. * Prepare, execute and send Housing Assistance Payment (HAP) contracts between the Housing Authority (HA) and landlord/owner. * Respond to inquiries, phone calls, correspondence and email in a timely and responsive manner. * Process participant requests to transfer/port to a different Housing Authority.   **Tenants and Landlords**   * Communicate with prospective and current participants and landlords on program requirements including Housing Quality Standards (HQS) and local, State and Federal policies. * Assist participants in locating appropriated housing by notifying participants of upcoming vacancies. * Negotiate with landlords to promote deconcentration of S8 Voucher participants in higher rent areas. * Negotiate with landlords to lower rents to help units qualify for the program. * Discuss with participants and landlords their rights and obligations under the terms of the program contractual afreements, especially in cases where eviction may be necessary. * Perform related work as required. | |  | | **MINIMUM QUALIFICATIONS:** | | * Two years of administrative and clerical experience which involved some independent responsibility for an office function which involved significant interaction with the public, and interpretation/application of governing standards. * Such experience would normally be supplemented by business and/or accounting courses. * Possession of a Bachelor's Degree from an accredited college or university may be substituted for the experience requirements.   **If an applicant does not possess the experience listed above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:**  Two years of experience applying the following:   * Applicable office procedures, methods and equipment. * Knowledge of and ability to use computer software applicable to the duties of the position.   Familiarity with the following:   * Standard housing practices relative to tenant/landlord relationships. * Standard recordkeeping procedures.   **The City of Madison strives to provide exceptional customer service to all its citizens and visitors.  Therefore, successful candidates will have demonstrated ability to work effectively with multicultural communities.** | |  | | **SPECIAL REQUIREMENTS:** | | Possession of a valid driver's license.   Ability to obtain Subsidized Housing Eligibility/Income and Rent Calculation/Occupancy Standards Certifications from a CDA approved training organization within the probationary period. Failure to obtain the required certifications will result in forfeiture of the position, absent extenuating circumstances.   **Physical Requirements**:   Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time. | |
| |  |  | | --- | --- | | **THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.**   It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.   All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement . Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.   As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team! | | |  | | | APPLICATIONS MAY BE FILED ONLINE AT: <http://www.cityofmadison.com/jobs>  210 Martin Luther King Jr., Blvd. CCB Rm 501 MADISON, WI 53703 (608) 266-4615  [hr@cityofmadison.com](mailto:hr@cityofmadison.com) |  | |