

Title: Housing Choice Voucher (HCV) Housing Inspector**Reports to: Executive Director****General Description:**

The Housing Inspector supports the mission of the Dane County Housing Authority (DCHA) by working with low-income families and individuals to assist with administration of the Section 8 Housing Choice Voucher (HCV) program and ensuring that all units subsidized under this program must be decent, safe, and sanitary in accordance with HUD Housing Quality Standards (HQS) and that the rents for these units are reasonable as defined by Housing and Urban Development (HUD).

Duties and Responsibilities:

- Schedules and conducts initial, annual, and special unit inspections as well as re-inspections of failed units not meeting HQS
- Follows up on failed inspection/rent abatement issues according to timelines required by HUD
- Prepares and mails inspection notices to tenants and landlords with inspection appointment details
- Inputs inspection information into HCV software system
- Does research on market rental rates and maintains an up-to-date data base of rental units in Dane County to determine whether the rent requested by housing providers is consistent with the fair market value of the rental unit in question and related administrative tasks
- Coordinates scheduling with the entire HCV team to ensure inspections and reviews of proposed rental rates are performed in accordance with HUD regulations
- Provides recommendations and information to owners and residents on the maintenance required to meet HQS standards.
- Maintains inspection related records
- Interprets HUD and DCHA policies and recommend procedures and or practices that would improve DCHA operations
- Other duties as assigned

Skills and Qualifications:

- Any combination of education in a related field and relevant work experience equal to five years of experience
- Knowledge and understanding of HUD Section 8 Rental Assistance program and ability to pass the necessary HUD inspection certifications within six months of hire to pass probation.
- Demonstrated ability to work with people of all incomes, nationalities, races, and abilities
- Ability to establish a professional positive working relationship with staff, clients, landlords, collaborators, and other public agencies
- Ability to use independent judgment in the application of practices or procedures, and to resolve problems and deviations from the general workflow
- Ability to understand and interpret HUD, state, and local government regulations and DCHA policy
- Ability to organize files to facilitate work processes and meet regulation requirements
- Ability to work independently with minimum direction and to complete projects in a timely manner
- Ability to communicate effectively orally and in writing
- Ability to organize work and maintain accurate records
- Demonstrated knowledge of property maintenance and construction principles, practices, methods and materials
- Demonstrated knowledge of building codes, standards and regulations and the ability to identify code violations
- Knowledge and ability to utilize a computer, as well as a mobile tablet for data entry in the field, and standard software including the Microsoft Office Suite, and other software applicable to the position.

- Physical agility and strength necessary to climb, stoop, and access confined spaces in order to conduct inspections and the ability to work outside in adverse weather.
- Valid driver's license, car insurance, reliable transportation, and a good driving record
- **Please send a cover letter and resume to Karyn Knaak, Executive Director, DCHA at kknaak@dcha.net**