

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: HOUSING RECERTIFICATION SPECIALIST

DATE: NOVEMBER 2015

PURPOSE OF POSITION

The purpose of this position is to administer the Housing Choice Voucher Program to elderly, disabled, handicapped and low income families. Duties and responsibilities include case management of subsidized tenants; rent calculation and preparation of HUD documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains schedule of Annual Recertifications; notifies tenants and landlords of recertification process; thoroughly conducts recertification interview; accurately processes recertification documents.
- Accurately enters data and creates computer records for HUD submission.
- Requests, receives and processes verification documents from tenants; maintains thorough and legible records of contacts with tenants, owners and applicants
- Conducts investigations of possible program fraud and/or rule violations and makes independent judgments regarding follow-up within the guidelines of the Administrative Plan.
- Executes new leases and repayment agreements following established procedures.
- Prepares interim updates to client files and notifies tenant and landlord of change.
- Provides customer service dealing with property owners, and low and moderate income persons seeking rental assistance, occasionally in a stressful or adversarial environment
- Approves and documents client moves and household composition changes.
- Serves as a backup for the Office Associate as needed.

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma (or GED) required, with three to five years of computer and light administrative and customer service experience (or related) required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must be able to obtain Housing Choice Voucher Specialist certificate.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure, and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to counsel, treat and mediate, which may include providing first line supervision. Ability to persuade, convince, and sell others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply and divide, and calculate percentages, fractions, and decimals.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

PHYSICAL REQUIREMENTS

- Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying,

pushing and pulling. Ability to handle, finger and feel.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.