



Job Description

TITLE: Housing Specialist	JOB CODE: 3185
DEPARTMENT: Housing Authority	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision reports to the Executive Housing Director, inspects and certifies housing units for compliance with Housing Quality Standards; surveys the market to determine the reasonableness of the rent; meets with program applicants to certify eligibility.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Inspects units for compliance with Housing Quality Standards; inspects foundation, structure, plumbing, electrical and mechanical systems; certifies safety and compliance with standards before unit can be made available to program participants.
- Conducts market surveys to determine appropriate levels of rent for comparable units; negotiates with landlord as necessary to establish fair and equitable rent.
- Reviews proposed leases to ensure that they are fair and within program guidelines; negotiates changes as necessary.
- Assists in gathering information on standard utilities costs; establishes costs and corresponding allowances.
- Conducts briefings with applicants to explain the program and its requirements; takes applications and confirms eligibility.
- Corresponds with landlords regarding a variety of topics, including repairs, lease agreements and tenant issues.
- Answers the phones and routes calls to appropriate parties; responds to inquiries about the program and eligibility requirements.
- Assists in gathering information for regular reports to the State and Federal government.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the Housing Program rules and regulations.
- Knowledge of Housing Quality Standards.
- Knowledge of Section – 8 Housing Choice Voucher Program standards and requirements.
- Knowledge of contract and leasing provisions and requirements.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Skill in inspecting housing structures and determining acceptability.

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Housing Specialist

- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

Education and Experience:

- High School diploma or GED equivalent and two (2) years of related experience.
- Under HUD guidelines, obtain within one year of employment:
 - ♦ *Rent Calculation Certification* and
 - ♦ *HUD Inspector Certification*
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and field environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting in conducting inspections.
- Work Schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____