



## Housing Authority of the City of Longmont

**Announcement: 09/02/2022**  
**Position Closes: Open until filled**

**Position Title: Housing Choice Voucher Specialist (20220355)**  
**Full-Time, Benefitted Position, Non-exempt**

**Hiring Range:** \$22.80 - \$25.33/hour  
Monday – Friday, 8:00am – 5:00pm

**Benefits include:** Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan through Public Employees' Retirement Association (PERA), Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance. Other benefits: Optional, employee elected, voluntary benefits are available.

**Job Summary:** Performs administrative work for the Housing Choice Voucher (HCV) Program including, but not limited to, determining eligibility and rent subsidies for the HCV Program according to federal rules and regulations required to operate the program in order to provide safe, quality and affordable housing for low-income households. Manages caseload of between 200 – 250 households.

The City of Longmont and the Housing Authority of the City of Longmont (LHA) have solidified operations to strengthen leadership and leverage resources to provide affordable housing to Longmont community members who need it most. The LHA is looking for candidates to become members of a multi-disciplinary team committed to innovative housing opportunities and approaches. Successful candidates will possess the following attributes: embody a spirit of service; treat others with respect and dignity; model honesty and integrity; contribute to a positive work environment; engage in frequent and meaningful communication; hold self and others accountable; embrace and promote teamwork.

### **Essential Responsibilities:**

1. Provide program information to applicants, participants, landlords, other agencies and the public; promptly respond to the needs of clients, answer questions, resolve housing-related problems, make referrals to resources and coordinate with housing team.
2. Conducts intake and eligibility screenings and collects required documents from HCV applicants/participants. Calculates participant rent and authorizes distribution of HCV rental assistance.
3. Performs annual re-certifications on time and interim changes in a timely manner to determine rents and eligibility; answers participant and landlord questions, and addresses concerns regarding these processes; interviews program participants and collects updated information pertaining to changes in income, family composition, assets, or any other changes which could affect participant rent responsibilities.
4. Maintains participant files in accordance with the US Department of Housing and Urban Development (HUD) regulations and LHA policies and procedures.
5. Coordinates with contractor to schedule biennial housing inspections and initial housing inspections for participant moves; notifies tenants/landlords to correct any found deficiencies; schedules compliance inspections to ensure deficiencies were corrected; logs records in the file.
6. Prepares HUD-related reports in a timely manner.





7. Schedules and conducts new admission and move orientations for applicants and program participants.
8. Pulls information from EIV system, addresses discrepancies in client files, calculates repayment agreements, and makes recommendations regarding termination of assistance if not in compliance with program requirements.
9. Researches, monitors and interprets HUD rules and regulations.
10. Performs Rent Reasonableness analysis and maintains information for the annual SEMAP report
11. Follows the established Administrative Policies of the agency.
12. Develops and maintains good landlord/tenant relations and intervenes in landlord/tenant disputes.
13. Prepares and maintains program and client reports and records in a variety of data systems; ensures accuracy of waiting list information and applicant eligibility.
14. Manages special project voucher caseloads as needed which could include HCV portability, locally-funded vouchers, SRO vouchers, and RAD or PBV vouchers.
15. Performs other duties as assigned.

**Desired Experience, Knowledge and Qualities:**

- Requires expert knowledge of the principles, techniques and practices of HUD subsidized housing programs; specifically Housing Choice Voucher program.
- Requires knowledge of federal, state and local housing regulations and operating requirements, and the ability to perform the essential functions of the Housing Choice Voucher Program.
- Sensitivity and the ability to relate to diverse populations in a courteous, professional manner.
- Ability to multi-task with attention to detail and be self-directed.
- Demonstrates professional, courteous and effective communication skills, both written and verbal.
- Strong computer skills with knowledge of Word, Excel, Outlook and Yardi software and HUD Web Access security system. Committed to providing excellent customer service in person and over the telephone.
- Ability to make sound independent judgments.
- Demonstrates time management and organizational skills.
- Proven composure in difficult situations with the ability to manage and resolve conflict effectively.
- Bilingual in Spanish/English communication desired.
- Knowledge of HUD rules, regulations, and program changes.
- Strong customer service skills, including conflict resolution.
- Ability to research, interpret and evaluate data and federal regulations.

**Required Qualifications:**

- Requires Associates degree and 3 years' progressively responsible work experience with Section 8 Housing, housing or human service programs, experience working with low-income families or individuals. A combination of education and experience will be considered.
- Requires a valid Colorado driver's license and qualifying driver's license history.





**Preferred Qualifications:**

- Certification to perform Housing Quality Standards inspections, or ability to become certified in first three months.
- Bilingual (Spanish/English) skills preferred.
- Certifications preferred including Low Income Housing Tax Credits, HUD Voucher Program certifications, HUD Fair Housing.

**Working Environment:**

This position works in an office setting requiring the ability to lift up to 20 pounds, occasional lifting, carrying, walking, bending and standing; frequent hand/eye coordination and finger dexterity to operate personal computer and office equipment, vision acuity, speech and hearing. Frequently uses standard office equipment including: personal computers, calculators, printers, scanner and copy machines.

**An ONLINE APPLICATION is required. This job is Open Until Filled.** The online application process is available for this position on our website at [www.longmontcolorado.gov/jobs](http://www.longmontcolorado.gov/jobs). Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. For more information, call (303) 651-8609.

**Longmont Housing Authority is an equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or characteristic protected by law.**

