



HCV Specialist

Nature of Work

The HCV Specialist reports to the HCV Director. The incumbent will perform all duties in a manner that is compliant with standards specified by HUD through regulation, notice, and published guidance as well as the MHA Administrative Plan and State and local laws. This position requires a high degree of professionalism and ethical conduct as it relates to the mission of the Morristown Housing Authority: To provide drug-free, decent, safe and sanitary housing for eligible families and to provide opportunities promoting self-sufficiency and economic independence for families.

Summary

The HCV Specialist is responsible for the Request for Tenancy Approval (RTA) process for HCV applicants and participants seeking approval of a unit for lease and subsidy. This process will include all tasks including the monitoring of voucher term for expiration and suspension at the time the voucher is submitted to MHA; determination of the owner eligibility to participate in the HCV Program; creation of new owner records in the system of record; scheduling the inspection; rent reasonableness determination; negotiating contract rent (if necessary); and the approval and creation of HAP contract. Following the leasing of an HCV applicant/participant, this position will be responsible for annual, biennial and quality control inspections as well as inspection enforcement activities against both owner and participant. This position is responsible for the following SEMAP indicators: Indicator 2 Rent Reasonableness; Indicator 6 HQS Enforcement; Indicator 11 Pre-Contract HQS; Indicator 12 Annual HQS. Job related duties require considerable knowledge of federally assisted housing programs, inspection standards, strong organizational, interpersonal and decision-making skills, dedicated attention to detail and considerable experience performing property inspection and administrative activities. Job performance is evaluated by the Housing Choice Voucher Director through review of the accuracy and thoroughness of completed inspections, knowledge of the construction industry and applicable building and life safety codes, organizational, interpersonal and decision-making skills, integrity and ethical behavior exhibited on the job and level of administrative support provided for assisted housing programs. Job related duties are also subject to HUD reviews and inspections.



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Essential Functions

This section serves to illustrate the more typical aspects of the work indicative of the position. The primary functions of the position are not to be considered a detailed description of every duty.

The responsibilities and essential duties typically performed by positions allocated to this classification on a frequent and recurring basis include:

- Reviews and acts on submitted Request for Tenancy Approval (RFTA) packages: receives RFTA packages, reviews packages for completeness; follows standard procedures for locating comparable unit data; and includes comparable unit data information with RFTA package as directed.
- Administers HCV program procedures to landlords: determines landlord eligibility/continued eligibility to participate in the HCV program; processes eligibility and new property owner documents.
- Verifies and documents rent reasonableness; may be required to collect additional comparable rents when necessary to supplement the rent reasonableness database.
- Requests and schedules housing quality standards (HQS) inspections; tracks inspection status on initial HQS inspections. Administers HAP abatements for units failing to meet requirement.
- Assures landlord compliance with program requirements; monitors landlord compliance with HCV requirements including re-inspections and owner self-certification of repairs.
- Verifies and documents rent reasonableness for participant moves; may be required to collect additional comparable rents when necessary to supplement the rent reasonableness database.
- Actively recruits and identifies potential landlords to participate in HCV program; provides owner outreach and education sessions.



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- Establishes and maintains communications with landlords, and tracks and reports vacancies; and acts to assure compliance with HCV legal requirements.
- Conducts housing unit inspections to assure unit's compliance with HCV program requirements; performs initial, annual, special, complaint, and re-inspections of housing
- unit to assure compliance with HCV program requirements and local housing requirements; conducts quality control inspection of units inspected by other entities; prepares inspection documents following unit inspection; and forwards results of inspections to supervisor and other involved parties.
- Maintains comprehensive and current knowledge of HCV programs policies, programs, and procedures also maintains knowledge of HUD regulations and City building code.
- Ensures compliance with the Section 8 Management Assessment Program (SEMAP) requirements related to HQS and HQS Enforcement.
- Ensures that all needed repairs are completed in a timely manner (30 days for failed items, 48 hours for restoring utilities, and 24 hours for health and safety issues).
- Enters inspection data under owner properties including the passing date into the system of record.
- Inspects all units constructed prior to 1978 to determine if they are in compliance with the Lead Based Paint regulations.
- Conducts briefing sessions to recruit new landlords to participate in the Housing Choice Voucher Program.
- Issues letters to county Health Departments with an updated list of all addresses of tenants with children less than six years of age that are receiving assistance under the Tenant Based Rental Assistance program.
- Mails appointment letters to participants in the Housing Choice Voucher Program to notify them of annual inspections in accordance with existing policies and procedures.
- Maintains records and makes reports on inspections, conditions found, recommended action(s), etc. and submits them to the HCV Director.
- Performs other related work as required.



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Knowledge, Skills, and Abilities

- Comprehensive knowledge of administrative procedures and practices. Operational knowledge of MHA organization, programs, policies, and practices.
- Completion of some college course work in construction management, general building maintenance, or a related field is required
- Two to four years progressively responsible structural inspection experience.
- Any equivalent combination of training, education, and experience necessary to obtain the required knowledge, skills, and abilities.
- Section 8 Inspection Certification required for this position.
- Ability to exercise independent judgment and initiative in the performance of routine operational activities.

Necessary Special Requirements

- Applicants for this position may be required to successfully complete a criminal background check, credit check and EIV review.
- Successful completion of a Post Employment offer drug screen.
- Employees in this classification are subject to post accident drug screens.

Morristown Housing Authority
FLSA - Non-Exempt
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