

FINAL

Job Title **HOUSING ASSISTANCE COORDINATOR**
 Closing Date/Time Friday, January 29, 2021, 4:30 PM Pacific Time
 Salary \$2,287.68 - \$3,110.32 Biweekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department HEALTH & HUMAN SERVICES (CL)

Apply online beginning Friday, January 8, 2021, through 4:30 p.m., Friday, January 29, 2021.

Effective October 1, 2020 through September 30, 2021, current salary ranges may be impacted by the city-wide furlough.

EXAMPLES OF DUTIES:

Under direction, supervises personnel and/or coordinates activities in housing assistance programs under the Housing Authority; researches current and proposed federal laws and guidelines for housing assistance programs; conducts audits of Housing Authority processes and programs; troubleshoots, participates, or advises in the most difficult cases involving eligibility, HAP calculations, rent negotiations and placement determinations; acts as liaison with the community and maintains communication with owners of assisted housing units; receives and resolves the most difficult complaints from applicants, tenants, owners, and other citizens regarding housing assistance programs; recommends procedures to enhance productivity and the level of service to the public; trains, supervises, and evaluates the work of personnel assigned to housing assistance programs under the Housing Authority; supervises or conducts briefing sessions for various housing assistance programs; may assist as a housing representative during the tenant grievance appeal process; assists with monthly bi-weekly Housing Assistance Payment process as well as collections, bank reconciliations; may work on rotation to support the Housing Authority Bureau's various units; may prepare or coordinate preparation of reports for submission to the U.S. Department of Housing and Urban Development, city departments or agency partners; may make presentations at community meetings; performs other related duties as required.

REQUIREMENTS TO FILE:

- A bachelor's degree from an accredited college or university in Business or Social Science related field (proof required)*.

AND

- Two years of increasingly responsible work for a public housing authority.

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

If appointed, candidates will be required to attend City paid training and obtain certification in Housing Choice Voucher (HCV) Program Management prior to the completion of the probationary period.

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*** Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to:
 - Effectively assign, direct and supervise the work of others.
 - Communicate effectively, both orally and in writing often under adverse conditions.
 - Ability to communicate with a diverse population.
- Knowledge of the Section 8 Housing Choice Voucher programs including interviewing, HAP (Housing Assistance Payment) calculations, inspecting and reporting requirements.
- Knowledge of Housing and Urban Development (HUD) regulations regarding the Housing Choice Voucher and other rental subsidy programs, including interviewing, inspecting, and reporting requirements.

Willingness to work overtime and occasional weekend hours as required.

A valid motor vehicle operator license may be required by the hiring department at the time of selection.

DESIRABLE QUALIFICATIONS:

Progressive professional experience in implementing occupancy, eligibility, grant reporting and quality assurance for a public housing agency. Experience in Veterans Affairs Supportive Housing (VASH), Continuum of Care/Shelter Plus Care (CoC/SPC), Project Based Vouchers (PBV), Housing Opportunities for Persons with AIDS (HOPWA) and Family Self-Sufficiency. Certification in Housing Choice Voucher (HCV) Specialist, or equivalent.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the examination. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary; all affected persons will be notified.

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Appraisal interview will be scheduled shortly after close of filing. If you have not received notification by Monday, February 22, 2021 contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.