

## **ASSISTANT SECTION 8 COORDINATOR**

Assists in managing and operating the Section 8 Existing, Voucher, Moderate Rehabilitation Housing Assistance Payments Programs, and any additional housing programs assigned to the Section 8 Department, within the policies and regulations set forth by the Department of Housing and Urban Development and the Housing Authority.

Assists in interview scheduling, interviewing, verification follow-up, and issuing of Certificates of Family Participation/Vouchers.

Assists in maintaining a constant review over outstanding Vouchers/Certificates of Family Participation, keeps records, and reports problems in accordance with established procedures.

Assists in landlord/tenant relations and outreach.

Assists in preparing and maintaining all records at the program level, including those of tenant certificates/vouchers, certificate/voucher control, certificate/voucher turnover, waiting lists, conditions of units, and location of unit. Locates eligible residents of vacant Moderate Rehabilitation units.

Establishes and schedules systematic inspections of prospective units and those under contract.

Prepares interim and annual re-certifications of tenants in a timely manner.

Prepares and executes Section 8 Leases and HAP Contracts with tenants and landlord.

Processes claims for property damage and/or vacancy.

Monitors lease-up rate for assigned allocations and assures timely processing of HAP Contract annual adjustments.

Assists with determination of rent reasonableness.

Assists in maintaining accurate and current data in the computer system.

Calculates program eligibility, rental payments, gross rents.

Performs related work as required.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.