

Job description

ALACHUA COUNTY HOUSING AUTHORITY

Job Description

Position: PH Administrative Assistant & Intake Coordinator

Reports to: Director of PH

Classification: Full-Time Fair Labor Standards Act (FLSA) Non-Exempt

General Statement of Duties:

Under the supervision of the Public Housing (PH) Director, the Administrative Assistant & Intake Coordinator will be responsible for assisting the department of administrative type functions and will handle a wide variety of responsibilities. These responsibilities include, but are not limited to administering and facilitating the processing of all applicants for the PH waiting lists, interviewing applicants, assisting with conducting re-examinations and recertification of tenants, data entry, unit inspections and property management tasks. The PH Administrative Assistant & Intake Coordinator will establish and maintain a positive working relationship with applicants, tenants, co-workers, the general public, and representatives of community service agencies.

Responsibilities & Duties:

- Administer and maintain all PH waiting lists according to HUD policy and the PH ACOP (with guidance from the PH Director).
- Respond to applicants or other interested parties regarding general program information, waiting list information, and other similar inquiries.
- Assist applicants and tenants with filling out various forms relating to housing and other services. Screens applicants for suitability for PH program.
- Interview applicants for housing and other services, determine program eligibility (verify all income, allowances, assets, etc. in compliance with Federal Regulations and ACHA Policies), and conduct new tenant orientations.
- Receive applications for the waiting list and perform accurate data entry of applicant information and preferences into waiting list database.
- Assist with setting up and maintaining accurate and complete applicant files with all related program documents, 50058 reports, identification documents, EIV documentation, fully execute Housing Leasing Documents and utility reimbursement payments.
- Explain program and eligibility to applicants, schedule and conduct eligibility interviews with applicants and families.
- Assist with scheduling and conducting annual re-certification interviews of residents in a timely manner to ensure that notices of rent increases are provided at least 30 days before the anniversary date.
- Complete leasing of properties, case management and renewals for all Sunshine Inn tenants.

- Meeting with Wait List families periodically for status changes and purges per Federal Regulations/ACHA ACOP
- Process daily departmental outgoing mail and faxes.
- Compose, type, and proofread letters and mailings as assigned by PH Director or Designee.
- Work cooperatively with other members of the Authority, adjusting workload as necessary when requested by the PH Director, Executive Director or Designee.
- Maintain vehicle mileage log and all gas receipts when using agency vehicle and submits to Finance Director.
- Work with various governmental agencies and the public as appropriate.
- Attend staff meetings and training sessions as scheduled and/or directed.
- Assist with the maintenance of physical appearance of public spaces, i.e. lobby, staff kitchen, conference room, bathrooms, etc., and assists with special projects or activities.
- Perform inspections and/or on property visits as needed.
- Perform other duties as assigned.

Minimum Education & Experience Requirements:

- Associate's degree and/or one (1) year of relevant experience is preferred or a bachelor's degree in any area of study.
- Or a high school diploma /GED equivalent with 3 or more years of relevant experience may be considered.
- Or suitable combination of relevant work experience, education and training may be considered.
- Relevant work experience may include experience in PH, Housing Choice Voucher programs, subsidized housing, social services or a position with case management duties.
- Administrative, secretarial or customer service experience required.
- Note, must pass PH Specialist and Rent Calculation examination with a score of 70% or above within 6 months of hire.

Valid Florida driver's license and a good driving record (*must maintain a good driving record and be insurable under Authority auto insurance as a condition of employment*).