

**Dayton Metropolitan Housing Authority
400 Wayne Avenue
Post Office Box 8750
Dayton OH 45401-8750**

**Human Resources Memorandum No. 10.01
Notice of Job Vacancy**

Posting Date: February 11, 2010
Position: Section 8 Contract Specialist
Type: Full-Time
Exempt Status: Non-Exempt
Location: Embury Park
Department: Section 8 Contracts
Reports To: Manager of Section 8 Contracts
Band: Professional Services
Starting Salary: \$12.21 - \$15.26/Hour-Grant Funded
Extended Closing Date: March 1, 2010

JOB SUMMARY:

Assures that property owners under contract with the Authority comply with the terms of housing assistance payment contracts and HUD regulations. Conducts Management and Occupancy Reviews (MOR) in accordance with HUD rules and regulations.

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the Manager of Section 8 Contracts:

1. Schedules, conducts, and completes Management and Occupancy (MOR) Reviews in compliance with Department of Housing and Urban Development (HUD) regulations and Authority policies and procedures.
2. Accurately completes MOR Reports (Form 9834) and submits completed forms to Regional Office in Columbus in a timely manner.
3. Completes follow-up correspondence to property owners, agents, and managers; monitors corrective actions to assure that all deficiencies noted in the MOR are rectified; and notified property owners when all issues have been corrected.
4. Accurately enters, records, and updates MOR data in the Contract Administration Tracking System.
5. Maintains complete correspondence files on each property.
6. Performs other tasks as directed by the Manager of Section 8 Contracts.

SUPERVISORY RESPONSIBILITIES:

None.

EOE



WORK ENVIRONMENT:

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and outside local travel, including occasional exposure to heat, cold, inclement weather and environmental hazards such as dust, fumes, mold, and vapors.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of an Associate's degree from an accredited institution, plus one to three years of related experience and additional training in Project-based Section 8 housing, Industry through Centers for Housing Management, or Housing Authorities.
2. Certified Occupancy Specialist, Management and Occupancy Review Certification, Fair Housing Certification, and/or Subsidy Training Certification preferred.
3. Have experience with and maintain knowledge of Department of Housing and Urban Development (HUD) policies and procedures and other applicable local, state, and federal laws and regulations.
4. Have proficiency in Microsoft Office applications.
5. Hold a valid Ohio drivers license.
6. Be able to communicate clearly and precisely, both orally and in writing.
7. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Walk, stand, sit, and climb stairs;
 - b. Use hands to manipulate, handle, feel, and control items or equipment;
 - c. Reach with hands and arms;
 - d. Talk and hear;
 - e. See and be able to read, write, and interpret text, spreadsheet, and graphical documents;
 - f. Occasionally lift and move objects weighing up to 50 pounds.

The functions, qualifications, responsibilities, and requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed job functions do not necessarily include all activities that the incumbent may perform.

This position will close for applications/resumes on the date listed above. Applications/resumes presented in person, faxed, postmarked, or emailed to recruiter@dmha.org by 5:00 p.m. of the closing date will be accepted for consideration. Please include the memorandum number on your application/resume.

NO PHONE CALLS PLEASE

