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## Leased Housing Coordinator

### Summary of Position Responsibilities:

To supervise, perform and coordinate the federal and state leased/housing assistance programs. Provide direction and perform services in implementation of policy and procedures governing occupancy process, rent eligibility/computations, property owner payments and the maintenance of efficient files. Propose appropriate methods and procedures for improvement of leased housing program.

### Description of Supervision/Supervisory Responsibilities:

The Leased Housing Coordinator is approved by the Executive Director and works under the general supervision and direction of the Executive Director.

### Essential Functions of Job:

- Supervise and coordinate activities of personnel engaged in carrying out leased housing functions for the managing of multiple housing authority's rental assistance programs.
- Review workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments to plan leased housing activities
- Assign specific duties to personnel, and special projects, considering individual knowledge and experience
- Review reports, notices and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies and regulatory requirements
- Forward approved reports and records to Director for action
- Coordinate leased housing activities with other departments of the agency to prevent delays in actions required
- Plan, conduct (or arrange for) orientation and training of leased housing personnel
- Coordinate and approve leave requests, assist in evaluation of personnel performance
- Work effectively with other supervisors and coordinators

Coordinate and/or perform the activities inherent and associated with the federal and state leased and rental housing programs

- Maintain 98% leasing rate of federal Section 8 Programs.
- Review, analyze and make recommendations to Director on improvements in leased

- housing policies and procedures for both federal/state programs
- Maintain working knowledge of federal Section 8 and state rental subsidy programs housing regulations.
- Report in and navigate all funding agencies' systems and submit electronic reports to HUD/EOHLC as required
- Maintain external relations with community and real estate organizations, property owners and prospective sources of eligible residents and rental information. Also attend/participate in professional membership organizations affecting federal/state leased housing programs
- Prepare monthly leased housing summary report, as directed, for monthly board meetings
- Facilitate rental, utility and marketing surveys
- Review, analyze and recommend expenditures for inclusion into the agency's budget
- Prepare leased housing advertisements for external publication
- Work effectively with other agency staff
- Submit monthly reports to Director
- Facilitate quarterly housing quality standard inspections

Ensure that resident and property owner records, leases, and services are monitored and maintained according to agency policies and procedures

- Ensure all leasing processes are being met and all documents in place.
- Review resident eligibility, calculate rent and initiate leasing process and files
- Review/complete all reports and correspondence associated with leasing, recertification and portability processes
- Supervise/compute property owner HAP payments for federal and state programs in a timely and accurate manner
- Mediates issues between property owners, resident and the agency's leased housing program
- Investigate and develop data in conjunction with lease violations; prepare termination notices; participate in eviction proceedings
- Submit data to resident selection function for timely voucher issuance

Interrelate with residents, property owners, and the public in person/phone, answer inquiries, respond to complaints, schedule appointments, and provide general information relative to the leasing function

- Maintain the highest degree of confidentiality relative to resident records
- Work on, research, and complete special projects as assigned
- Possess working knowledge of automation/programming language adaptive to agency leasing housing needs
- Perform other duties as assigned with class

Minimum Competencies:

- Excellent communication skills, both oral and written
- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations, essential
- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation essential
- Possess or have ability to obtain Leased Housing/Section 8 Certificate within one year from an accredited agency
- Ability to relate to and interact with property owners, elderly and family residents in low and moderate income leased housing settings
- Operates standard office equipment, including a computer
- Proficiency in typing, basic word processing, spreadsheet, and database software (such as MS Word and Excel).
- Ability to train and give direction to other (new/inexperienced) employees
- Specialized software related to functional area PHA Web experience a plus

Education and Experience/Other Requirements:

- College degree preferred in relevant field (i.e., Public Administration, Property Management, Business)
- High School diploma or G.E.D. required;
- 2-3 years' work experience in a public housing setting and thorough knowledge of federal/state leased housing regulations required
- 1-2 years' experience in supervision preferred

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leased Housing Coordinator Position:

This is an office-based job in a dynamic municipal office. While performing the duties of the Agency, the employee is required to: interact and communicate frequently with the residents of THA, other team members and/or third parties transacting business with the Authority; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10

pounds. The employee may be required to work beyond normal business hours, approximately including evenings.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

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