



City of Mesa

Housing Specialist - Grant-Funded

SALARY	\$43,177.68 - \$62,942.88 Annually	LOCATION	Mesa, AZ
JOB TYPE	Full Time	JOB NUMBER	13118
DEPARTMENT	(H360)Community Services	OPENING DATE	05/12/2023
CLOSING DATE	5/25/2023 11:59 PM Arizona		

Description/Duties

This classification has been designated as a non-classified, non-merit system, at-will, grant-funded assignment.

A Housing Specialist performs a variety of office activities to implement the Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program, or other rental assistance programs, such as the Home Partnership and Tenant-Based Rental Assistance (TBRA) program. Responsibilities include: explaining, interpreting, and applying HUD and Mesa Housing Authority policies, procedures, and regulations in accordance with applicable federal, state, and local laws and regulations; acting as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and charitable groups to provide information on needed resources; determining initial and continuing eligibility and qualifying participants; counseling participants as to sources of additional supportive services; completing interim and annual recertification of participants; and negotiating and preparing contracts between participants, landlords, and other housing agencies. Other housing program responsibilities include: recruiting participants for special programs (example: Family Self-Sufficiency, Homeownership Program, TBRA); conducting new participant orientation; administering policies and procedures; providing participant support by developing goals and participant program objectives; mediating landlord/participant issues; and learning HUD guidelines, rules, and regulations. This class performs related duties as required.

Employees may progress to this classification by a noncompetitive criteria-based promotion after successful completion of at least one year as a Housing Specialist Trainee, demonstrating the level of competency necessary to independently perform the duties of a Housing Specialist, meeting the specific criteria-based promotion requirements, and meeting the minimum qualifications of the Housing Specialist classification. Progression from a Housing Specialist to a Senior Housing Specialist is also accomplished through a noncompetitive criteria-based promotional process. The employee must be employed for a minimum of two years as a Housing Specialist and demonstrate the level of competency necessary to independently perform the duties of a Senior Housing Specialist. Supervision is received from a Housing Supervisor who reviews work through meetings, conferences, and reports concerning timeliness of recertification activities, problems encountered with participants and landlords, and overall results achieved. This class is FLSA nonexempt.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

Qualifications & Requirements

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications: Graduation from high school or GED. Good (1 - 3 years) experience and/or training in the Section 8 HCV program, and/or other housing assistance programs (example: Family Self-Sufficiency, Home Partnership, TBRA, Affordable Housing Assistance for Families).

Preferred/Desirable Qualifications. Bilingual (English/Spanish) speaking skills are highly desirable. Certification through Nan McKay or comparable training agency as a Housing Specialist for the Housing Choice Voucher program is highly desirable.

Link to Job Description

<http://apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs3810.pdf> (Download PDF reader)

Agency

City of Mesa

Address

PO Box 1466

Mesa, Arizona, 85211-1466

Phone

480-644-2758

480-644-3240

Website

<https://www.governmentjobs.com/careers/mesaaz>

Housing Specialist - Grant-Funded Supplemental Questionnaire

*QUESTION 1

Did you receive a High School Diploma or GED?

- Yes
- No

*QUESTION 2

How many years of experience and/or training do you have in the Section 8 HCV Program, and/or other housing assistance programs (example: Family Self-Sufficiency, Home Partnership, TBRA, Affordable Housing Assistance for Families)? Please also detail your experience on your application.

- None
- Some but less than 1 year
- 1 year or more but less than 3 years
- 3 years or more

*QUESTION 3

Please describe your experience and/or training in the Section 8 HCV Program, and/or other housing assistance programs (example: Family Self-Sufficiency, Home Partnership, TBRA, Affordable Housing Assistance for Families), including employer(s). Please also detail this experience on your application. If none, type N/A.

*QUESTION 4

List your Housing related certifications. Please also detail this experience on your application. If none, type N/A.

*QUESTION 5

Are you bilingual in Spanish? If yes, what is your proficiency level?

- No
- Yes, basic level - able to obtain and communicate basic information with citizens and includes such skills as using and understanding simple greetings, introductions, numbers, addresses, money, days of the week, months of the year, members of the family, interrogative words, pronouncing and using names correctly, and giving and following general directions in Spanish.
- Yes, intermediate level - able to communicate with a higher level of proficiency, which may include communication of technical language and instructions. Examples of an Intermediate Level would be in situations such as police investigations, communicating legal rights or health and safety issues, translating documents for public distribution, and making presentations or representing the City at public functions or events to communicate information in Spanish.

* Required Question