

**HUDSON HOUSING AUTHORITY
HUDSON, MA**

JOB DESCRIPTION

POSITION TITLE: PROGRAM ADMINISTRATOR (Updated 10/1/2018)

Rate of Pay: Hourly/To Be Determined
Hours Worked: 37.5 per week

General Statement of Duties and Responsibilities: Administers rental programs, manages office operations, and provides clerical assistance on an “as needed” basis.

Supervision Received: Receives work assignments from the Executive Director and Assistant Director.

Supervision Given: May make limited supervisory decisions in the absence of the Executive Director or Assistant Director.

Duties and Responsibilities include but are not limited to:

- Administer, budget, and manage the leased housing portfolio for the Hudson Housing Authority including the Section 8 Housing Choice Voucher Program, the Massachusetts Rental Voucher Program (MRVP) and Alternative Housing Voucher Program (AHVP)
- Responsible for the verification of all information that is included on the application for housing and for the recertification and verification of reported income.
- Prepares all internal and external reports relating to rental housing.
- Meets on a regular basis with landlords and various agencies concerned with housing.
- Reviews and analyzes housing applications and selects applicants from HHA waiting lists for Section 8, MRVP and AHVP housing programs.
- Administers applications in Section 8 Centralized Waiting List
- Reviews, analyzes and makes recommendations on improvements to tenant selection procedures and programs.
- Prepares all correspondence regarding tenants, tenant selection, leased housing and funding agencies.
- Accurately calculate TTPs, Tenant Rents, Housing Assistance Payments and utility allowances.
- Responsible for the preparation and execution of leases and voucher program contracts, the computations of rents, annual recertification of vouchers and/or leases, and the orientation of new tenants.
- Maintains a caring, sensitive and responsive attitude toward Applicant and Resident needs, adhering to all privacy and confidentiality policies and regulations.
- Performs monthly Housing Assistance Payments processing.
- Prepares Section Eight Management Assessment Program (SEMAP) reports.
- Manages all Section 8 HQS inspections; performs audit and quality insurance HQS inspections, as needed.
- Maintains accurate tenant data in HHA systems and file folders, as well as the HUD PIH Information Center (PIC)
- Utilize and administer the HUD Enterprise Income Verification (EIV) system requirements
- General office work as required including but not limited to ordering office supplies, route mail, answer phones, greet people, assist clients in office.
- Performs other related duties, as required.

Qualifications and Entrance Requirements:

- Associate's degree preferred; high school diploma or equivalent required.
- Five years experience in public housing or related field desired.
- Possess strong interpersonal characteristics to perform the responsibilities of the position
- Ability to handle tough situations with clientele from varying socio-economic backgrounds
- Possess high level of proficiency in typing skills, computer and word processing and data management, operation of office equipment and proofreading.
- Maintains a high degree of confidentiality as required.
- Public Housing Manager certification (PHM) and/or Massachusetts Public Housing Administrator (MPHA) certification is desirable.
- Must possess a MA driver's license, unrestricted except for corrective lenses and automatic transmission.
- Strong organizational, analytical and problem-solving skills required.
- Must have strong attention to detail and a high level of accuracy
- Ability to work in public housing environment.

Physical Requirements:

Manual: Motor Coordination – ability to accurately reach, feel or handle equipment used in daily routines.

Finger Dexterity: ability to pick, pinch or otherwise work with fingers.

Manual Dexterity: ability to seize, hold, grasp, turn or otherwise work with hands.

Sedentary work: Ability to perform administrative functions.

Equipment Used:

Computer, housing software, fax machine, copier, shredder, scanner, typewriter, and other Hudson HA office equipment.

Work Schedule:

Ability to work 37.5 hours per week.

Communication:

Ability to carry on effective communication with staff, the Board, residents, and regulatory agencies. Ability to write effectively and to issue clear and concise instructions. Ability to make accurate arithmetic calculations. Ability to prepare clear and concise reports. Familiarity with HUD and DHCD regulations.

Employee Benefits:

Refer to Personnel Policy.