

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## JOB OPENING NOTICE

**APRIL 8, 2024**

- 1) POSITION TITLE: Housing Choice Voucher Specialist  
(Nonexempt)
- 2) NORMAL HOURS: Monday through Thursday and  
usually, one Friday out of the month
- 3) SALARY BASE RATE: Minimum \$21.25 per hour
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: Qualified employees should submit an  
Internal Application Form to the Human  
Resources Department. The form can be  
obtained from Human Resources.

Qualified external applicants can obtain a  
position description and application from our  
website, [www.hsvha.org](http://www.hsvha.org), or at  
200 Washington Street. Resumes will only  
be accepted with a completed  
application.

**Position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

## HOUSING CHOICE VOUCHER SPECIALIST

The Huntsville Housing Authority is seeking a Housing Choice Voucher Specialist to assist in the administration of the Assisted Housing Program (Section 8). Under the supervision of the Assistant Director of Assisted Housing, the primary goal is to ensure that Housing Choice Voucher (HCV) subsidy allotments are filled with eligible participants and to ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved HCV Administrative Plan.

The selected individual will be responsible for processing applications, leasing vouchers, calculating tenant rents, maintaining tenant files, and other related duties. Knowledgeable and proficient in HUD rules and regulations pertaining to the Housing Choice Voucher Program is a plus. Must have strong interpersonal, organizational, computer, and communication skills, and the ability to prioritize and handle multiple tasks as required. Must be proficient in Microsoft Word, Excel, and data entry. Minimum hourly rate is \$21.25 per hour.

For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org). **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. Position will remain open until filled. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace**

**EEO EMPLOYER.**

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING CHOICE VOUCHER SPECIALIST**

DEPARTMENT	SUPERVISOR	CLASSIFICATION	GRADE	FLSA
Assisted Housing	Director of Assisted Housing	Full-Time	26	Nonexempt

**SUMMARY OF DUTIES:**

Under the supervision of the Assistant Director of Assisted Housing, the primary goal is to ensure that Housing Choice Voucher (HCV) subsidy allotments are filled with eligible participants and to ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved HCV Administrative Plan.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Associate's Degree (A.A.) or equivalent from a two-year college or technical school; an additional two (2) years of experience may be considered in lieu of the degree requirement.
- Two (2) years of experience involving case management, client services, and/or experience in social work.
- Successful completion of a criminal history background check, education, and work history verification.

*Preferred Requirements:*

- Bachelor's Degree (B.A.) from a four-year college or university with college coursework in social work, sociology, or related field.
- Housing Choice Voucher Specialist Certification.
- Bilingual speaker and writer in English and Spanish.
- Knowledge of housing programs.

**ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

*All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.*

1. Take applications for admission, process all verifications, send all requests for information letters, maintain status list on applicant files, contact applicants for periodic updates to verify eligibility, brief eligible applicants on program rules, and notify ineligible applicant of status.
2. Handle telephone communication from applicants, participants, and general public (landlords, apartment complexes, realty agencies, and social service agencies) concerning the Housing Choice Voucher Program.

**HUNTSVILLE HOUSING AUTHORITY (HHA)**  
**POSITION DESCRIPTION**  
**HOUSING CHOICE VOUCHER SPECIALIST**

**ESSENTIAL FUNCTIONS (Continued):**

3. Perform interim and annual reexaminations and prepare Housing Assistance Payment (HAP) contracts for all assigned Housing Choice Voucher participants. Brief and issue vouchers to program participants and portability participants.
4. Conduct processes for incoming and outgoing portability moves.
5. Investigate cases of fraud (by means of contact with social service agencies, local and out-of-state, police department, employers, and the IRS).
6. Responsible for posting HAP to computer system to balance with general ledger on a monthly basis.
7. Knowledgeable and proficient in HUD rules and regulations and HHA's HCV Administrative Plan that pertain to the Housing Choice Voucher program.
8. Maintain assigned caseload of participants.
9. Obtain credit reports on all assigned applicants.
10. Follow a protocol for collecting technical and highly personal information and to ask probing and clarifying questions as needed.
11. Express complex ideas concisely and effectively and respond accurately and clearly to questions and comments.
12. Explain complex concepts and calculations simply and clearly to program applicants, participants, and HCV landlords.
13. Understand and evaluate verification documents (e.g., pay stubs, insurance contracts, banking and investment documents) in order to apply program rules correctly.
14. Make sound judgments when required by program rules (e.g., reasonableness determinations for child care and feasibility determinations for getting third-party verifications).
15. Evaluate workloads, project resource requirements, set priorities, and develop realistic implementation plans.
16. Regular attendance is an essential function of this position.

**HUNTSVILLE HOUSING AUTHORITY (HHA)**  
**POSITION DESCRIPTION**  
**HOUSING CHOICE VOUCHER SPECIALIST**

**THE FOLLOWING PERFORMANCE STANDARDS ARE ESSENTIAL:**

1. Eligibility determinations are accurate; Quality Control shows that at least 80% of files sampled verifies and correctly determines adjusted annual income at admissions and annual reexaminations;
2. Utility allowance schedule is up-to-date and calculated correctly for at least 80% of files sampled;
3. The correct use of the applicable Payment Standards is properly applied to at least 98% of files sampled;
4. At least 90% of all annual reexaminations are completed at least every 12 months; At least 98% of tenant calculations are correct;
5. At least 90% percent of annual reexaminations and rent increases is completed 30 calendar days prior to the effective date;
6. Complete a self-assessment audit of 5% of files every quarter; Maintain a log of files audited and the selection process;
7. Recertification packets must be sent to tenant within 120 days of the 12-month annual anniversary date;
8. Contracts and/or New Admissions completed within 10 business days of the effective date; HUD requires HAP Contract to be completed within 60 Days of the effective date;
9. End of Participations are completed and closed out within 60 Days of the effective date;
10. Request for Tenancy Approvals are entered into the departmental Inspection Log within 24-48 business hours;
11. Complete inspection, determine whether the unit satisfies HQS, and notify owner and family within 15 days of submission of the Request for Tenancy Approval;
12. Filing is completed every 30 calendar days;
13. Complete trainings provided by PHA on a quarterly basis; At least one Time Management Course, Managing Multiple Priorities, and Professional Writing Course should be completed on an annual basis;
14. Check voicemails return phone calls and emails within 24 Hours;
15. Client files are properly assembled and intact; Standard labeling are consistent with all files;
16. Interpersonal interactions are professional and tactful; Confidentiality is prioritized;
17. Establish and maintain an approved organization system for office workspace;

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
POSITION DESCRIPTION  
HOUSING CHOICE VOUCHER SPECIALIST**

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Must be able to operate standard office machines, including electronic calculator, fax/copier/printer and personal computer. Proficient in Microsoft Word, Excel, and data entry.
- Strong written, verbal, analytical, and interpersonal skills.
- Ability to accurately perform basic arithmetic computations, including addition, subtraction, multiplication, division, proration, and estimation using numbers with decimals, fractions, and percentages.
- Knowledge of standard office procedures and filing methods.
- The ability to recognize problems, analyze causes, and propose solutions.
- Personal management, including time management, integrity, and ethics.
- Knowledge of workplace rules and requirements (e.g., worker safety, sexual harassment).
- Knowledge of conflict resolution principles and the ability to apply them in the workplace.
- Knowledge of Housing Choice Voucher (HCV) program requirements and guidance as reflected in HUD regulations, handbooks, notices, forms, and guides.
- Knowledge of HHA-established policies and procedures.
- The ability to apply HUD and HHA-established policies and procedures to consistently produce on-time and accurate income, rent, and subsidy calculations.
- Understanding of the definition of *annual income* and the ability to recognize sources of income that should and should not be included in annual income. Sufficient knowledge of various types of assets to determine income from assets.
- Knowledge of the required and permitted deductions from annual income used to compute adjusted income and the ability to recognize family circumstances that qualify families for the deductions.
- Knowledge of the definitions of household types and the effect that household type has on rent determinations. The ability to analyze household composition sufficiently to apply these definitions.
- Knowledge of how payment standards are established and used in rent determinations and the ability to select the correct payment standard to use in each rent calculation.

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
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HOUSING CHOICE VOUCHER SPECIALIST**

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES (Continued):**

- Knowledge of how utility allowances are established and used in rent calculations and the ability to select the appropriate utility allowance for each HCV family.
- Knowledge of the formula for determining total tenant payment (TTP) and HCV subsidy and the ability to correctly use the formula in rent calculations.
- Knowledge of verification requirements and the ability to determine which verifications are required. Sufficient judgment to determine when alternative sources of verification are appropriate.
- Knowledge of HUD and HHA requirements regarding when interim reexaminations are required and permitted.
- Ability to complete HUD-50058 entries correctly, including identifying and correctly using transaction codes.
- The ability to consistently produce on-time and error-free rent and subsidy calculations.
- Knowledge of non-HCV federal requirements that affect income and rent determinations, including Fair Housing and equal opportunity, fraud and program abuse, personnel and employment practices.
- Knowledge of HUD-established performance standards (SEMAP indicators) and HHA-established performance standards as they relate to income and rent determinations.
- Must possess Housing Choice Voucher Specialist Certification or obtain Certification within one year of hire date.

**OTHER RESPONSIBILITIES:**

- **Perform other work-related duties as assigned.**

**HUNTSVILLE HOUSING AUTHORITY (HHA)  
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_____ <b>Employee</b>	_____ <b>Date</b>
_____ <b>HR Director</b>	_____ <b>Date</b>
_____ <b>Deputy Executive Director</b>	_____ <b>Date</b>