

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3847 **TITLE:** HOUSING SERVICES SPECIALIST IV **GRADE:** S-25

DEFINITION:

Under general supervision, supervises a housing program (i.e., Pubic Housing/Rental Program, Resident Services, Section 8, or Senior Housing) and/or performs highly technical relocation work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions allocated to this class supervise a housing program and perform work of considerable difficulty.

ILLUSTRATIVE DUTIES:

Participates in the development, revision and documentation of policies and procedures, training programs, manuals and handbooks pertaining to the program supervised, which integrate federal, state and local regulations;

Plans and sets goals and priorities for the program and staff managed;

Analyzes program progress and recommends and implements corrective action when necessary;

Prepares budgets for assigned program;

Prepares, or oversees preparation of grant proposals;

Prepares and presents items to the Fairfax County Redevelopment and Housing Authority (FCRHA) and the Board of Supervisors to make recommendations and/or to explain housing programs and procedures;

Participates in the development of Requests for Proposal, evaluation of proposals and selection of contractors to provide services in support of the assigned program;

Administers and monitors contracts as necessary;

Makes presentations to other agencies, clients, associations, community groups and the public regarding the assigned program;

Prepares County, state and federal reports;

Represents the agency on inter-agency and community work groups and committees; and

Attends regular program, branch and team meetings to improve inter- and intra- division communication and coordination of activities and projects.

As the Pubic Housing/Rental Program Manager

Manages the Public Housing/Rental Program, which includes the functions of tenant selection, occupancy and property management for hundreds of public housing and rental program units at numerous locations throughout the County;

Oversees supervisory and non-supervisory Housing Services Specialist positions;

Ensures timely occupancy of vacant and new construction units;

Develops leases and contracts; and

Analyzes program progress, recommending and implementing corrective action when required.

As the Resident Services Program Manager

Manages the Resident Services Program, which is designed to maximize self-sufficiency and promote upward mobility among residents of assisted housing developments;
Oversees professional and supervisory positions;
Oversees direct and case management services to a County-wide potential client pool of thousands of families and elderly individual; and
Represents the agency on interagency human services projects and teams.

As the Section 8 Program Manager

Manages the Section 8 Program, which includes the functions of new and existing tenant certification, housing inspection, contract administration, fraud investigation and damage claim processing;
Prepares quarterly billings to numerous Housing Authorities across the country for families participating in the portability program;
Provides a point of contact for portability billing inquiries, complaint resolution, regulation interpretation and referrals for intra-agency programs.
Revises Section 8 Administrative Plan and procedures manuals, as necessary; and
Assists in development of grant applications for Section 8 Rental assistance from the Department of Housing and Urban Development.

As the Senior Housing Program Supervisor

Participates in the planning, development, marketing and occupancy of senior housing facilities;
Provides general program oversight of several senior housing facilities;
Selects, trains, supervises and evaluates housing managers of housing facilities for seniors;
Reviews and ensures accuracy/completeness of annual tenant recertifications;
Prepares monthly HOME subsidy reports for appropriate Senior Housing facilities;
Monitors and ensures accuracy and completion of HOME program data entry; and
Acts for the Director of Senior Housing in his/her absence.

As a Relocation Program Supervisor

Supervises and trains relocation specialists performing relocation services for low-middle income individuals and families under federal, state and County regulations;
Analyzes acquisitions and develops relocation plans, project timetables and procedures;
Provides technical assistance and advice to staff on relocation regulations, procedures, real estate principles, Fair Housing Laws, zoning and acquisition procedures;
Reviews potential acquisitions, rehabilitation's and demolitions for replacement and relocation requirements; Works with development and management staffs in the relocation process;
Acts for the Relocation Services Branch Chief in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of, and ability to interpret, implement and explain federal, state and local housing assistance and/or relocation regulations;

Extensive knowledge of property management and/or real estate principles;

Knowledge of human service facilities and programs available to County residents;

Knowledge of real estate practices and regulations, and those pertaining to right-of-way determination (may be required, depending upon area of assignment);

Knowledge of the issues involved with the tenant pool served;

Knowledge of security issues involved with public housing;

Effective oral and written communication skills, including public speaking skills;

Effective management and training skills;

Negotiation skills;

Contract administration and enforcement skills;

Skills in the analysis of housing relocation situations (may be required, depending upon area of assignment);

Ability to analyze complex issues and make recommendations and independent decisions;

Ability to anticipate and resolve problems;

Ability to develop, recommend and implement policies and procedures;

Ability to establish and maintain effective, cooperative working relationships with tenants and professionals in the residential, legal, business and human services communities;

Ability to manage a variety of projects and meet deadlines;

Ability to develop grant proposals;

Ability to evaluate bids and monitor contractors; and

Ability to utilize word processing and spreadsheet software.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in sociology, psychology, public administration or a related field; PLUS

Five years of experience in the field of human relations, Section 8, or property management.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Public Housing Manager within one year of employment may be required for some positions, depending upon area of assignment.

Contingent upon area of assignment, some positions within this class may require certification as a Housing Credit Certified Professional- Low Income Housing Tax Credit Certification Specialist.

Possession of a valid Motor Vehicle Driver's License may be required for some positions, depending upon area of assignment.

REVISED: January 17, 2014
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