



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
SENIOR HOUSING COORDINATOR**

Classification Specification
(Non-Classified)

JOB SUMMARY

Under direct supervision by the Director of Housing, provides supervisory, administrative and technical support in the coordination and implementation of the City's housing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Senior Housing Coordinator. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Supervise all housing programs including the implementation of Community Development Block Develops Grant (CDBG) and home programs including Section 8 and other related certificate and voucher-based housing assistance programs.
- Oversee the selection of applicants; taking of applications, determinations of eligibility and management of waiting lists for Agency programs.
- Design and oversee the briefing of applicants on program requirements and preparation of packets for applicants.
- Prepare applications, budgets, and related financial documents in compliance with HUD requirements.
- Conduct training of lower-level staff in respective areas of the Department.
- Conduct staff program evaluations, budgeting, and fiscal management.
- Responsible for compliance monitoring, outreach, and training.
- Confer with property owners or their agents regarding program requirements and regulations.
- May inspect properties for program regulation compliance and ensure adherence to program procedures.
- Mediates disputes between property owners and participants to facilitate resolution such as TARS, VMS, and the Administrative Plan.
- Prepares various studies and reports regarding housing assistance programs and other related matters.
- Monitors legislative and program changes which affect Agency housing activities; develops and implements procedural modifications to ensure compliance.
- Represents the Agency in Council Meetings, hearings and other formal matters as appropriate.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

- Graduation from an accredited four-year college or university with a degree in Bachelor's in Business Administration Public Administration, or related field.
- Three (3) years of recent full-time experience in the administration of Section 8 programs.
- Two (2) year of experience working in a lead or supervisory capacity.
- Thorough knowledge of the Section 8 Existing Housing Assistance Payments Program, the Housing Voucher Program, the Moderate Rehabilitation Program and Portables is required.
- Some experience with CDBG & Home programs is highly desirable.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work

Licenses, Certificate and/or Special Requirements

- Must possess a valid California Class C driver's license and an acceptable driving record.

Knowledge, Skills, and Abilities

- Knowledge of principles of public housing assistance programs and activities; and of applicable federal, state, and local laws.
- Knowledge of MS Office applications (Outlook, Word, and Excel).
- Ability to effectively manage multiple projects simultaneously and prioritize issues. Ability to work independently and organize, prioritize, and coordinate work activities; reason logically, creatively, and using a variety of techniques to resolve problems.
- Ability to plan, supervise and manage the work of subordinates, following appropriate administrative procedures.
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- Ability to communicate effectively orally and in writing.
- Ability to interpret and implement program rules and regulations.
- Ability to deal with individuals who may be violating rules and procedures.
- Ability to handle stressful situations and to work effectively with difficult or angry people.
- Ability to effectively motivate and work with staff.
- Ability to maintain effective and cooperative working relationships with property owners, participants, citizens, City staff and co-workers, and other governmental officials.
- Ability to effectively handle stressful situations and implement effective conflict resolution in dealing with difficult or angry people.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Non-Classified

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