



Job Title: Housing Assistance Programs Lead
Department: Asset Management
Reports To: Assistant Director of Asset Management
Position Classification: N06

Position Summary:

The Housing Assistance Programs Admin Lead is responsible for the full lease-up, annual recertifications, interims, and HAP check processing for the Section 8 program. Makes necessary changes as needed to comply with federal, state and other funding regulations. Ensures completion of inspections, addresses both participant and applicant concerns, attends, and hosts grievances as well as markets the program with the public sector. This position is responsible for accurate and timely input into computerized systems, assuring compliance regulation changes, and complete program utilization. In addition, this position will update and maintain the Section 8 Administrative Plan as well as monitor financial performance of assistance programs through the two-year tool and voucher utilization.

Essential Job Functions:

- Obtain and maintain complete lease up of applicable number of vouchers with eligible participants by conducting orientations and securing third party written verifications.
- Assure proper screening and Fair Housing as defined by the S8 Admin Plan.
- Maintain program regulations by conducting annual recertifications, and process interim verification changes as needed in a timely manner to allow for 30-day notice for rent increase, or immediate notice of rent decrease.
- Responsible for active collections of all amounts owed the S8 Program by participants i.e., income discrepancies.
- Maintain database in computer system to allow for use of all LHA employees as needed, making necessary changes and rent calculations in a timely manner.
- Process HAP requests, etc. in timely fashion.
- Make necessary changes and updates to database and computer system as required and recommended by software provider and funding sources.
- Monitor financial integrity of Section 8 program (in partnership with accounting staff) by determining waitlist opening timeline and coordination of top of the list process.
- Submit & monitor accuracy of participant information in PIH Information Center (PIC).
- Monitor, pull, and calculate Enterprise Income Verification (EIV) reports and place in tenant files as applicable, and maintain and keep updated the EIV Master Book.
- Offer existing and new programs to participants as requested or as funding allows (S8 Homeownership)
- Address applicable participant/landlord issues as they arise.
- Maintain an active role as a member of the Asset Management department through meeting attendance and participation as a team member for both Asset Management and LHA.
- Complete responsibility for program/voucher compliance with all necessary funding sources and laws.
- Receives guidance from Housing Supervisor and is accountable for the quality, timeliness and quantity of work produced within each assigned program and/or workload.
- Responsible to provide participant with timely, accurate and complete information in a professional, helpful, and concerned manner.
- Contribute to annual review of all Section 8 documents.
- Attend applicable trainings to assure continued knowledge in program and regulations.
- Act as internal and external grievance hearing officer as appropriate.
- In collaboration with the Housing Asset Manager ensure compliance with SEMAP-related goals and objectives.
- Manage financial performance of all assistance programs including two-year tool, voucher utilization analysis, etc.
- In collaboration with Asset Management staff, review, determine and propose Fair Market Rents annually.
- Achievement of all performance metrics and targets, such as vacancy rates, collection rates etc.
- Create and generate standardized department performance metrics and reports.



- Proactively update HUD required Administrative Plan and ensure timely and proper implementation.
- Assist with budget work including preparation and monitoring of national (HUD/USDA), and state (DOH) regulatory compliance.
- Actively participate with Asset Management staff in the development of annual budgets for each property. Ensure that all budgets are met.

Knowledge, Skills, and Ability:

Must be able to establish and maintain positive and productive relationships with LHA staff, customers, and external partners. Must possess excellent written and verbal communication skills and be able to represent LHA in a positive and professional manner. Must be able to work successfully in a collaborative atmosphere and provide excellent customer service but must also be able to work independently. Ability and willingness to take initiative, exercise good judgment and make sound decisions within the scope of assigned authority.

Core Competencies:

Teamwork	Responsiveness
Collaboration	Attention to detail
Professionalism	Organizational skills
Innovation	Problem solving skills
Integrity	Active listening
Trust	Positive attitude

Job Specific Competencies:

- Knowledge of LIHTC and HUD programs including Multi-Family and USDA-RD.
- Knowledge of general accounting, budget management, procurement policies and procedures.
- Knowledge, and ability to manage the financial and revenue programs for all housing programs in compliance federal, state, county, and city regulations.
- Understand or be willing to learn all Housing software programs including Microsoft Office, HAB, MRI, Encompass, VMS, Elite, PIC, TRACS, WCMS, etc.
- Ability to effectively use personal computer, scanner, printer, and other essential general office equipment.

Education and/or Experience:

- Highschool diploma required, related college education preferred.
- Minimum five years' experience with low-income housing programs (e.g. LIHTC, HUD, USDA, etc.) required.

Driver's License and Background Check:

- Must possess and maintain a valid Colorado Driver's License with an acceptable driving record (no major violations within the last three years) and be insurable through Loveland Housing Authority insurance carriers.
- A criminal history and motor vehicle background check is required.

Working Environment:

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field, which may include navigating properties and inclement weather. Work is generally completed during normal office hours but may occasionally include evenings and weekends.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.