



Leased Housing Inspection Assistant

Summary of Position Responsibilities:

Coordinates and provides critical administrative support for the Leased Housing Department. This department requires the Assistant to have a pleasant demeanor, strong organizational skills, attention to detail, and good computer and basic math skills. Confidentiality a must. Bilingual (English or Spanish) speakers are preferred.

Description of Supervision/Supervisory Responsibilities:

The Leased Housing Inspection Assistant is approved by the Executive Director and works under the general supervision and direction of the Leased Housing Coordinator.

Essential Functions of Job:

- Maintain database of active units on the program to ensure all units are inspected on biennial basis
- Provide inspection contractor with a list each month of units for biennial inspections
- Send notice to owners and tenants that the inspections are due, and they will be receiving an appointment notice from the inspection contractor
- Monitor inspections sent to inspection contractor to be sure conducted
- Review inspection invoice for accuracy
- Notify owner of contract rent abatement and HAP Contract termination due to failure to make repairs
- Notify tenant to relocate due to owner failure to make repairs
- Notify tenant of program termination for not repairing tenant damage
- Notify owner and tenant of passed inspection
- Input dates of inspection conducted and passed on 50058's for submission to HUD's PIC system
- Scan completed reports, correspondence, and documents into PHA Web
- Maintain lead compliance certificates/inspection reports for all units with children under six years of age and request lead certificates for newly added household members under the age of six
- Attend training sessions on HQS/NSPIRE and regulations as needed
- Rent share determinations

Minimum Competencies:

- Excellent communication skills, both oral and written
- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations, essential
- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation essential
- Project management experience desirable
- Operates standard office equipment, including a computer
- Proficiency in typing, basic word processing, spreadsheet, and database software (such as MS Word and Excel).
- Knowledge of HQS/NSPIRE a plus
- Specialized software related to functional area PHA Web experience a plus

Education and Experience/Other Requirements:

- High School diploma or G.E.D. required; college degree preferred in relevant field (i.e., Public Administration, Property Management, Business) preferred
- General knowledge of heating, plumbing, electrical systems, etc.
- 5 years progressively responsible experience in relevant position (i.e. housing administrative assistant, or similar experience), and knowledge of general office procedures (e.g., correspondence, data collection, e-filing) desirable; previous experience in municipal government preferred

Physical Requirements/Work Location:

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.

Leased Housing Inspection Assistant Position:

This is an office-based job in a dynamic municipal office. While performing the duties of the Leased Housing Inspection Assistant, the employee is required to: interact and communicate frequently with the residents of THA, other team members and/or third parties transacting business with the Authority; operate standard office equipment including computers and

keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds. The employee may be required to work beyond normal business hours, approximately including evenings.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Date adopted/revised: 10.29.2020