

HOUSING AUTHORITY ELIGIBILITY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the administration and management of the Albany Housing Authority Occupancy Department. Determines the eligibility of applicants and tenants for various Section 8 programs and/or public housing occupancy. Eligibility is determined based on the Albany Housing Authority's Admissions and Occupancy Policies or the Administrative Plan (S8) written in accordance with HUD regulations. The title is responsible for preparing various reports required by the State Division of Housing and Community Renewal and the U.S. Department of Housing and Urban Development and oversees ongoing input to and accuracy of the PIC data. The position updates local housing market statistics and promotes public awareness of the Assisted Housing programs operating within the Authority. The work is performed under the general direction of the Deputy Director of the Housing Authority. The incumbent supervises the support staff titles assigned to the department

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Direct/supervises work assignments to assure the department is meeting its goals and objectives;
- Conducts skilled personal and telephone interviews of applicants;
- Trains and instructs support staff on various procedures and computer software in accordance with Local, State, and Federal regulations;
- Reviews and evaluates documents submitted for verification of income earnings and determines eligibility for admission and/or continued occupancy;
- Oversees and ensures Low Income Tax Credit (LIHTC) compliance when applicable; Enforces and adheres to LIHTC, Public Housing, and, Project Based Vouchers, and Housing Choice Voucher rules and regulations as it relates to tabulating household income, assets and expenses
- Ensures the computed rents and subsidy allowance for specific units and family sizes are adhering to specific regulations and guidelines;
- Responsible for maintaining a reasonable level of "ready to house" eligible applicants for the purpose of minimizing unit turnaround time and vacancy rates ;
- Responsible for overseeing and maintaining the Public Housing and/or Section 8 waiting and the tenant transfer list;
- Responsible for remaining current with all legislation and regulations applicable to various housing programs;
- Prepares informational materials and correspondence on funding regulations or eligibility requirement changes;
- Interprets and comprehends HUD regulations and issues written confirmation of rejections or approvals of applications after the eligibility process is completed;
- Must ensure all applicable inspections and home visits are requested and

- conducted for the purpose of determining eligibility of tenancy.
- Prepares plans whereby an applicant is provided with referrals to the Operations Department
- Develops promotional plans to fill unit vacancies;
- Ongoing communication with key development site management regarding admission and continued occupancy matters;
- Processes and retrieves EIV reports in accordance with EIV regulations as it relates to initial and continued occupancy.
- Coordination of all initial lease up/admission paperwork and prepares a tenant file for distribution to the Occupancy Department
- Oversees and monitors complaints by applicants;
- Participate as a hearing officer for other housing programs;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of investigation procedures and tenant selection procedures;
- Thorough knowledge of economic and social factors related to housing programs;
- Good knowledge of Low Income Housing Tax Credit (LIHTC), Public Housing and Section 8 (PBV/TBV) programs and compliance requirements;
- Good knowledge of business arithmetic and English;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the provisions, rules and regulation for tenant selection and housing assistance programs;
- Ability to provide reports on findings resulting from an interview, documents or a formal investigation;
- Ability to interpret laws, regulations and policies to the public;
- Ability to maintain satisfactory relations with others;
- Ability follow written and oral instructions;
- Good negotiation and communication skills;
- Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree or higher in Social Sciences, Human Services or a related field and six (6) years full-time paid experience (or it's part-time equivalent) in a private or governmental organization, or in work related to program eligibility determination include Low Income Housing Tax Credit (LIHTC) compliance; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Social Sciences, Human Services or related field and eight (8) years full-time paid experience (or it's part-time equivalent) in a private or

governmental organization, or in work related to program eligibility determination include Low Income Housing Tax Credit (LIHTC) compliance; **OR**

- C. A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- Possession of a valid NYS Department of Motor Vehicle Driver's License at time of appointment and for the duration of employment.
- Use of personal Vehicle may be necessary.