



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #19-41(A)

(This announcement amends area of consideration and opening and closing dates)

Title: Housing Program Specialist	Department: Housing Choice Voucher Program
Grade: DS-1101-09	Salary Range: \$51,444 pa - \$67,123 pa
Opening Date: 05-31-19	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Processes limited range of recertifications and lease-ups for federally funded and regulated programs.
- Processes recertification packets; examines income, family composition, and other relevant documentation to determine the extent of necessary changes, the need to obtain additional information and the continued eligibility of participant families.
- Determines when there have been HAP overpayments to landlords and applies related retro-active rent charges.
- Acts as initial point of contact for resolution to all community, owner, or participant concerns or complaints for caseload assigned.
- Process and approve/reject lease-up packages in accordance with HCVP policies and procedures.
- Processes and approves/rejects lease-up packages in accordance with HCVP policies and procedures.
- Interviews applicants and participant families as required to complete lease-ups and interim/scheduled recertifications.
- Reviews landlord rental increase requests; determines impact; re-calculates rental rates and prepares necessary documentation.
- Arranges for inspections to ensure that units comply with housing quality standards as determined necessary during the recertification, lease-up and tenant complaint processes
- Prepares correspondence, technical and status reports, etc. as needed to keep management informed of the progress of assigned activities.
- Performs other duties as assigned.

Qualification Requirements:

Associate's degree and at least three (3) years of experience in a customer service or administrative capacity is required. Bachelor's degree and at least two (2) years of previous housing authority experience is preferred. Other combinations of education and experience which meet the minimum requirements may be substituted.

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

Note: Failure to respond to all ranking factors will eliminate you from consideration. (over)

Ranking Factor #1: Knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned area of responsibility.

Ranking Factor #2: Knowledge of DCHA's Administrative Plan, other related local regulations and HUD regulations, notices, handbooks and guidance related to the Housing Choice Voucher Program.

Ranking Factor #3: Strong oral and written skills.

Ranking Factor #4: Accurate performance of basic mathematic operations and numeric skills.

Other Significant Factors:

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is** in the Collective Bargaining Unit represented by AFGE Local 2725

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER