Management Aide

The Altoona Housing Authority is looking to hire an individual to assist in the job duties of the Section 8 Housing Choice Voucher Program. This position is a full-time position; hours of work are Monday thru Friday 8:00 a.m. to 4:00 p.m. (35 hours per week). The salary range for this position is $28,036 - $32,792 (depending on experience), with benefits (which includes health care/prescription, dental, vision, retirement and paid time off). Applicant should have experience working with the public and possess strong math skills. Applicant must be able to multi-task and be highly organized, motivated and dependable. A complete job description is available upon request. Pre-employment drug screening and criminal background check required.

Letters of Interest & Resume, with three (3) work-related references, will be accepted until 3:00 p.m. on Wednesday, October 7, 2020 at:

Altoona Housing Authority  
2700 Pleasant Valley Boulevard  
Altoona, PA 16602

For more information, please call (814) 949-2000.

We are an Equal Opportunity Housing Provider. We do not discriminate on the basis of race, color, national origin, religion, sex, familial status or disability.

Publication Dates  
Sunday, September 20, 2020  
Sunday, September 27, 2020
JOB DESCRIPTION

JOB TITLE: Management Aide

EFFECTIVE DATE: 09/15/2020

DIV./DEPT: Section 8 Department

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE:

One (1) year of experience in performing tasks associated with the management of multi-family housing developments, or properties owned or administered by public housing agencies; or one (1) year of comparable business, industrial, or professional employment; or any equivalent combination of experience and training.

Essential Functions: Proficient reading, writing, grammar and mathematics skills; skills normally associated with education and/or experience beyond high school; proficient interpersonal relations and communicative skills; knowledge of and ability to interpret public housing occupancy regulations; computer word processing and micro computer work station skills; problem solving ability. This position is considered a full-time professional/administrative (exempt) employment as defined by the Fair Labor Standards Act.

GENERAL RESPONSIBILITIES:

Work involves assisting the Section 8 Coordinator by performing duties relating to re-examinations of clients; preparing leases and interim rent changes and maintenance of assigned caseload files. Enters and updates information in the computer. Proficient ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with co-workers, clients, and the general public. Knowledge of basic regulatory government agency rules, regulations, and procedures that pertain to the Section 8 Rental Assistance program for housing authorities. Ability to interpret and implement laws, regulations, and procedures relating to the Section 8 rental assistance program. Ability to perform arithmetic calculations such as adding/subtracting of whole numbers and decimals and multiplying and dividing by two or more digit whole numbers or decimal multipliers or dividers.

JOB DUTIES:

1. Performs duties relating to re-examinations of clients as follows:

a. Mails re-examination packets to clients, answers their questions, and insures that forms are mailed to appropriate agencies; makes necessary file copies of information provided by the client.
b. Completes client re-exams, prepares initial contracts and makes changes, if needed, to contracts when tenants are recertified.

c. Prepares monthly re-exam list.

2. Prepares leases and interim rent changes monthly as follows:

a. Reviews the file for each client whose lease is due to insure that all necessary information has been collected; if anything is missing, contacts the client and assists him/her in getting the verifications needed.

b. Calculates rent; prepares forms and notifies tenant and landlord in writing.

c. Makes appointments for clients to sign their lease; explains each form that is to be signed to the client and answers any questions regarding the calculation of the rent, etc.

d. Calculates rent and makes necessary adjustments when a client’s income changes; contacts client for verification and mails third party verification forms.

3. Enters and updates information on the computer, i.e.: enters new clients, family additions or deletions, rent changes, etc.

4. Assists in issuing vouchers by performing the following duties:

a. Conducts a comprehensive interview with the client at the time of initial lease signing.

b. Provides complete explanation of the program and a packet of informational booklets and materials.

c. Explains each item including the calculated rent amount.

d. Provides human/social service referral on an individual basis.

e. Familiarizes client with their rights and obligations under the lease and appropriate landlord-tenant laws.

5. Assists the Section 8 Coordinator in the preparation of reports, the coordination of the collection, analysis, and evaluation of statistical data for use in planning and administering the Section 8 program, etc.

6. Monitors and maintains the tenant files from initial lease-up, moves and until such tenant should leave the Section 8 program.
7. Performs related administrative tasks, i.e.: typing, word processing, mailing, filing, ordering of supplies and forms, locking and opening file cabinets. Maintains available unit listing in computer and prints and distributes to Section 8 staff monthly.

8. Performs other related duties as assigned or directed.

**JOB REPORTING RELATIONSHIPS:**

**Supervised by:** Section 8 Coordinator  
Assistant Section 8 Coordinator (In absence of Section 8 Coordinator)

**Supervises:** None

**APPROVALS:**

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Employee Signature

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Executive Director