

Chelmsford Housing Authority Job Description

Job Title: Certification Specialist	Classification: Non-exempt
Department: Compliance	Reports to: Director of Compliance

Position Summary:

The Certification Specialist provides functional administrative and program support; collects information from multiple sources to determine eligibility for participants in HUD and tax credit properties, maintains accurate information in our software systems as it relates to waiting lists and tenant profiles; maintains a high level of organization in administering the programs.

Primary Duties and Responsibilities (Essential Functions**):

- Completes annual recertifications to assess eligibility for continued housing
- Conducts periodic and annual file reviews
- Works with site staff to correct file deficiencies
- Monitors tenant files to comply with HUD, tax credit and local agency requirements
- Assist in review and revision of compliance policies when needed
- Maintains and completes files in process
- Other duties as assigned

Supervision Received:

Receives broad supervision. Acts within the limits of assigned responsibilities

Supervision Exercised:

The role has no supervisory responsibilities

Preparation, Knowledge, Skills and Abilities

REQUIRED:

High School diploma or equivalent and 1 to 3 years administrative experience

Knowledge of federal and Tax Credit programs

Good communication and collaboration skills

Customer/Client Focus

Organized and efficient

Proficient in Microsoft Office

PREFERRED:

Familiarity with function, regulations and procedures

Working Conditions/Physical Demands

General office work

This is a 37.5 hour a week position. Salary range is \$43,000 to \$45,000 annually

Prepared by:	<i>Lisa Singleton</i>
Approved by:	<i>Connie Donahue</i>
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** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of

the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.