

Chelmsford Housing Authority Job Description

Job Title: Leased Housing Coordinator – Section 8	Classification: Non-exempt
Department: Section 8/Leased Housing	Reports to: Director of Leased Housing

Position Summary:

A Coordinator provides functional administrative support; collects information from multiple sources to determine eligibility for participants in leased housing department, maintains accurate information in our software systems as it relates to waiting lists, tenant profiles, landlord information, follows procedures and policies as reflected in the Section 8 Administrative Plan; monitors administrative projects and maintains a high level of organization in administering the programs.

Primary Duties and Responsibilities (Essential Functions**):

- Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs
- May manage client intake for function supported
- Maintains and completes files in process
- Maintains rapport with clients, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations
- Provides information by answering questions and requests
- Collects and compiles information to support compliance reporting
- 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
Good communication and collaboration skills
Customer/Client Focus
Organized and efficient

PREFERRED:

Knowledge of Microsoft Office
Familiarity with function rules regulations and procedures
Knowledge of federal or state assistance programs

Working Conditions/Physical Demands

General office work

This is a 37.5 hour a week position. Salary range is \$39,000 - \$41,000 annually

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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.