

November, 2005

POSITION TITLE: FIELD REPRESENTATIVE

**DEPARTMENT: Housing Program Administration
Section 8/McKinney Funded Programs**

REPORTS TO: Director of Field Services

SUPERVISES: No Staff

PURPOSE: Handles all field operations for Section 8/McKinney funded programs at a professional level. Promotes housing development within the guidelines of the programs. Generates interest in programs' participation with landlords and tenants. Individual will have opportunity to exercise independent judgment and creativity.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Promotion of housing programs and services which these programs afford in order to obtain community support.
2. Provides an out-reach service for the Authority and serves as a prime resource for families in need of housing who qualify for Authority programs.
3. Provides necessary assistance for the proper development of housing units in each of the programs administered by the Authority.
4. Pursuant to program guidelines, provides applicants and subsidy holders with information on applicable housing quality standards and information concerning landlord and tenant responsibilities and basic program rules.
5. Mediates landlord/tenant problems when appropriate.
6. Explains program procedures to owners and reviews and takes action on requests for lease approval.
7. Administers and enforces contracts with owners under the Section 8/McKinney funded housing programs.
8. Performs annual reexaminations of tenants and annual inspections of units under the programs.
9. Performs rental market surveys as required/needed.
10. Performs related work as required or as assigned.

SECONDARY POSITION TASKS:

1. May assume delegated responsibility for a technical duty unique to the Authority.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. Bachelor's Degree.
2. Additional experience, as defined below, may be substituted on a year-for-year basis for the Bachelor's Degree.

Experience:

1. Two years of work experience in either the public or private housing field or a related field, preferably including public contact.

Skills and Abilities:

1. Knowledge of HUD and VSHA housing quality standards, local housing codes and zoning regulations.
2. Knowledge of real estate leasing practices.
3. Ability to prepare and present a clear, understandable presentation of the programs administered by the Authority.
4. Ability to meet goals and objectives set by the Authority within the specific time frame.
5. Ability to use mental resourcefulness, initiative and good judgment to solve problems as they arise.
6. Ability to learn computerized programs and prepare a wide variety of clear and concise reports.
7. Strong interpersonal skills and ability to communicate effectively orally and in writing; must exercise a high degree of confidentiality, judgement, courtesy and tact; and establish and maintain effective working relationships with executives, officials, other employees, other agencies, tenants, landlords, and the general public.
8. Ability to deal effectively with clients under varying levels of stress and agitation.
9. Ability to make sound decisions.
10. Ability to conduct interviews.

Certifications/Registrations/Licenses

1. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.
2. Required to live in the area of territorial assignment. (The Executive Director may waive this requirement.)

Working Conditions/Physical Demands:

1. Full-time position, 40 hours per week.
2. Office and field environment. Work involves walking, standing, climbing stairs and driving on a regular basis.

Equipment Used:

1. Computer, printers, telephones, fax, copy machine, calculator, general office equipment and hand-held inspection and telecommunication devices.

PAY CLASSIFICATION: 9