

# Housing Authority of City of Milwaukee

## CLASS SPECIFICATION TITLE: Housing Specialist – Lease and Contract

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Section 8 RAP	Assistant Section 8 Program Director

**CLASS SUMMARY:**

This position is responsible for performing tasks related to providing housing assistance to the public. Responsibilities may include executing rental contracts and/or leases; managing waiting lists for housing programs; providing assistance to applicants, staff, and others; and reviewing eligibility for housing programs.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Conducting research related to rental rates and rent increases; negotiating rent amounts with property agents; processing requests for lease approval; and performing related tasks.
2.	Execute leases and contracts by obtaining proper signatures for contracts or leases; monitoring contracts and leases to ensure compliance with laws and regulations
3.	Provides assistance to applicants, staff, and others, including: explaining program eligibility requirements to tenants and property owners; assisting individuals in resolving leases and contract issues; assisting property owners in interpreting rental contracts; and/or providing information related to program rules and regulations.
4.	Collects landlords W-9 forms, EFT- Electronic Funds Transfer (EFT) data; prepares payments utilizing computer spreadsheets and specialized housing industry software for payment submission to accounting
5.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Federal, state, and local laws, rules, and regulations;
- Lease and contract requirements;
- Negotiation techniques;
- Research methods;
- Principles and practices of setting rent amounts.

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### **Independent Judgment/Decision Making/Problem Solving:**

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

### **SKILLS** (position requirements at entry):

Skill in:

- Conducting negotiations;
- Monitoring contracts and leases for compliance with laws, rules, and regulations;
- Interpreting rental contracts;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

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**EMPLOYEE**

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**SUPERVISOR**