City of Inglewood Job Description
Class Code: 651

HOUSING SUPERVISOR

DEFINITION

Under general supervision, participates in and supervises the work activities of staff engaged in the administration of the Section 8 Housing Assistance Program.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Supervises Housing Program staff in the administration of the Section 8 Housing Assistance Program; oversees the inspection of properties, interviewing of applicants, case management and clerical activities of the Housing Division. Explains and provides housing program information to tenants and owners; reviews staff assignments and contract amendment forms for accuracy and completeness; provides staff with assistance and counseling with difficult clients; advises staff on cases involving fraud, eligibility and recertification.

Researches current and proposed guidelines for the housing program; recommends changes to policies and procedures for compliance; responds to and resolves owner and program participant complaints regarding services of the housing program. Prepare, review and maintain activity reports; monitors request for supplies; assists in the evaluation of performance for subordinate staff; recommends disciplinary action; provides training and updates on the housing program computer software.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of Section 8 Housing Assistance Program practices and principles

Knowledgeable of supervision principles

Knowledgeable of housing standards, regulations and guidelines

Skilled in assisting and counseling staff on housing cases

Skilled in supervising work of subordinate staff

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Associates Degree in Grant Management, Public Administration or closely related field **AND** three (3) years experience in housing, grant management or social services programs **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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