Agency Rpt 38

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

Housing Authority of the
City of Sacramento
and
Redevelopment Agency of the
City of Sacramento
Sacramento, California

JAN 25 1983

CITY MANAGER'S OFFICE
APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO
RECEIVED
JAN 19 1983

Honorable Members in Session:

JAN 25 1983

SUBJECT: Section 8 Backlog and Proposed Long Term Reorganization.

SUMMARY

This report is about the Section 8 Existing Housing Program, and is divided into two separate sections: 1) the current backlog in the Section 8 Existing Housing Program,* and corrective actions currently underway to eliminate the backlog; and 2) the proposed long-term reorganization of the Section 8 and Central Eligibility units, together with the ultimate recommended organizational changes necessary to manage the program effectively and efficiently in the future.

The staff recommends that the Housing Authority of the City of Sacramento approve the proposed organization of the Central Eligibility Unit and Leased Housing Division (Section 8), and authorize the staff to conduct the necessary personnel studies to implement the report.

BACKGROUND INFORMATION

Agency staff along with the Department of Housing and Urban Development (HUD) auditors identified administrative problems with the Section 8 Existing Housing Payments Program. On December 14, 1982, the Section 8 HUD audit findings were transmitted to the Governing Boards. At the present time, the major concerns are the large number of overdue re-certifications and unissued certificates (Federal regulations require that each participating family's income be verified and the dwelling unit inspected at least once a year). These problems are referred to as the Section 8 backlog in the context of this report.

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* The Agency's role in the Section 8 'Existing' program is to issue 'certificates' to low income persons in the City and County with which they go into the market place and seek 'market rate' apartment units. Once they find a suitable unit, the Agency enters into a contract with the landlord whereby some portion of the person's rent is paid.

1-25-83
All Districts

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

In September 1982, concerted efforts were initiated to cure the Section 8 backlog and to prevent a reoccurence of this situation. Additional temporary Section 8 staff were hired (3 Inspectors; 9 Housing Services Clerks; and 1 Secretary) to assist in correcting the backlog. In addition, a task force of individuals from the Housing Department, Finance Division and Policy/Planning Unit was organized to study the systems of other comparable housing authorities and to develop a new system for implementation which will be discussed in Section 2.

Also, on October 15, 1982, an expanded computer based management information system was put in place to track each certificate which was either overdue or would become overdue in 1982.

The chart below provides a status of the backlog situation. Since October 15, 1982, as indicated, there were 1399 (60% City and 40% County) cases in the 1982 workload, of which 1102 were lacking one or both of the two key elements required for compliance with HUD regulations (verification of the tenant's income and/or a passed unit inspection). As of December 22, 1982, the total number of expired leases had been reduced to 815, of which 483 lacked the above key elements. The remainder have been inspected and income verified but not executed due to processing. The number of available cases not under lease has been reduced from 1399 to 815. In addition, there were 1017 certificates in September 1982 which were not under lease (282 City and 935 County). As of December 22, 1982 the total available certificates has been reduced from 1017 to 836.

BACKLOG STATUS INDICATORS

	10/15/82	12/22/82	Net Change
Overdue or Expired Leases & Contracts	1399	815	-584
. Units Needing to Pass Inspections	817	310	-507
. Income Verification Documentation Needed	285	173	-112
. Contract under Processing	497	452	- 45
Unleased Section 8 Certificates	1017 (9/82)	836	-181

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

I. THE PLAN TO CURE THE BACKLOG:

The plan to eliminate the backlog includes two phases. The first phase has its goal of updating all 1982 leases and contracts, and includes maintaining the current Client Service Unit (Central Eligibility/Section 8) staffing level of 30 persons (17 permanent and 13 temporary) until March 31, 1983 to assist in the backlog situation. The primary emphasis between December 1982 and March 1983 will be placed on bringing all current leases and contracts into compliance with Section 8 regulations. The goal of the second phase is to issue additional available certificates and to complete the transition to the new administrative system. Beginning in February, 1983 and continuing through June 1983, emphasis will be to issue new certificates under the expanded Central Eligibility concept for both Section 8 and Public Housing. On April 1, 1983, the temporary staff will be reduced to five and carried through June 30, 1983 in order to complete the issuance of new certificates. Each of the two plans is outlined below.

Phase I: Lease and Contract Updates:

Updating a lease and contract requires: 1) recertification of the tenant's income: 2) inspection of the unit; and 3) the execution of a new lease and contract where the owner and tenant wish to do so. To accomplish these tasks, the Section 8 staff has been organized into six work groups, three of which are specifically assigned to the above priority tasks for the 815 expired leases as of 12/22/82. The remaining three work groups would provide support as needed plus manage the regular Section 8 workload. The groups and their general functions are described below. This organizational arrangement will remain in effect until February 1, 1983.

Group I: The Recertification/Inspection Group

Task: Accomplish income verifications and inspection for all 1982 backlog cases lacking the former.

Tasks include:

1. Income Verifications

   All income verifications to be completed or the case terminated by February 1, 1983.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

2. Inspections

All units must pass inspection by February 1, 1983 or rent will be abated. If discrepancies on failed units are not corrected by March 1, 1983, the contract will be terminated.

Workload: 173 cases as of December 22, 1982.
Staff: 5 (3 Inspectors, 2 Housing Services Clerks)

Group II: The Overdue Inspections Group

Task: Complete inspection of all backlog cases lacking only a passed inspection (the tenant's income eligibility has previously been verified).

Workload: 190 cases as of December 22, 1982.
Staff: 3 (3 Inspectors).

Group III: Contract and Lease Processing

Task: Complete all internal processing of cases with current verifications and inspections including those generated through the underlying system (that is cases expiring in 1983).

Workload: 452 cases as of December 22, 1982.
Staff: 5 (5 Housing Services Clerks).

Group IV: Client Eligibility and Support

Task: Provide additional manpower and support to Groups I, II, and III as needed. Carry out regular (non-backlogged) tenant recertifications and general office functions.

Staff: 9 (8 Housing Services Clerks, 1 Typist)

Group V: The Routine Inspections Group

Tasks: Assist Groups I and II as necessary. Carry out regular (non-backlog) inspection functions.

Staff: 4 (3 Inspectors 1 Housing Services Clerk)

Group VI: The Data Processing Group

Task: Accomplish data processing functions with respect to the backlog and the underlying program.

Staff: 3 (2 Housing Services Clerks, 1 Account Clerk)

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Phase 2 - New Certificate Issuance:

With the exception of follow up inspection on rent abatement cases, the majority of staff work on 1982 cases (expired leases) will have been completed by March 1983. At that time existing permanent staff would be reorganized as outlined in Section II below. Temporary staff would be reduced from thirteen to five and their work emphasis would shift to the issuance of new certificates. Work assignments would include the screening of new applicants, issuing of certificates, and identifying the location of potential units for rent. Temporary staff would be retained in this function until June 1983.

II. PROPOSED NEW SYSTEM FOR CENTRAL ELIGIBILITY AND LEASED HOUSING DIVISION (SECTION 8)

The Agency staff, over the past several months, has spent considerable time and effort analyzing the Section 8 systems in other California Housing Authorities (City and County of San Francisco Housing Authority, City of Oakland Housing Authority, County of Santa Clara Housing Authority, City and County of San Diego Housing Authority, and Orange County Housing Authority). The staff found many similarities in organization and management of Section 8 staff in these authorities.

In each of these jurisdictions the Section 8 staff was divided into teams according to geographic areas. Each team was responsible for a set number of units, and knew their assigned area in terms of units available, landlords, rent reasonableness, etc. In addition, each jurisdiction surveyed also had a management level employee solely responsible for management of the Section 8 Existing Housing Program. Based upon these observations, Agency staff is recommending the system outlined below.

Primary goals of the proposed system are:

- To provide housing to low- and moderate-income residents of the the City and County of Sacramento.

- To centralize application intake and processing for all potential tenants interested in the Agency's public housing program.

- To make the Leased Housing Division (Section 8) a responsible, efficient and self-supporting entity of the Agency.

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Proposal for Central Eligibility and Division of Leased Housing

The organizational chart (Attachment A) indicates the proposed organization for Central Eligibility and the Division of Leased Housing. The Central Eligibility Unit would serve both the conventional public housing and the leased housing tenants and be under the direct supervision of the Chief of Housing Management. The Section 8 program would be changed to the Division of Leased Housing and would be responsible for administration and operation of the Section 8 Existing Housing Program, State Aftercare Program, and/or Moderate Rehabilitation Program.

The Organization chart and the staffing indicated reflect only the functions to be performed. The specific job title/classification and/or compensation will be the subject of a job survey to be conducted by the Personnel Division.

Functions of Central Eligibility Unit

The Central Eligibility Unit would consist of eight staff positions performing application intake/processing and on-going maintenance of potential tenant interest in the Sacramento Housing and Redevelopment Agency (SHRA's) public housing programs. The unit would be under the Division of Management, and will serve both the conventional public housing and leased housing. It would also ensure: (1) that the waiting pools are up-to-date; (2) perform home visits to potential conventional unit tenants; and (3) conduct orientation sessions for all tenants coming into the Agency's program.

Typical Responsibilities Include:

- Application for SHRA Units/Program
- Interviewing
- Preparation of Tenant Files
- Maintenance of Waiting Pool by bedroom size & program.
- Verification and Documentation of Income
- Computation of Annual Income for Eligibility/Gross Family Contribution
- Home Visits to Potential Tenants
- Determination of Family's Unit Size
- Selection of Eligible Applicants for Certificates
- Issuance of Certificates
- Mandatory Briefing Sessions
- Certify Extensions, Expirations, and Reissuances
- Maintains Housing Referral List for Potential Section 8 Units
- Compiling Statistics
- Keeping Track of Certificates

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Staffing by Functions:

- 1 - Central Eligibility Supervision
- 3 - Verification/Documentation
- 1 - Field Representative
- 1 - Quality Control
- 1 - Clerical
- 1 - File Clerical

8 TOTAL

Budget:

Total Budget Expenditures:

Salaries:	$ 131,016
Benefits:	43,235
Overhead:	97,476
TOTAL	$ 271,700

Sources of Funds:

- Section 8	$ 84,950
- Conventional Public Housing	186,250
TOTAL	$ 271,700

Functions of Leased Housing Division

The Leased Housing Division would be responsible for the ongoing operation and processing of Section 8 cases in the City/ County of Sacramento. Staff will be assigned to two person teams and be responsible for a geographical area of the County; i.e., North and South of the of the American River. Each team would be assigned specific areas, (e.g., zip code, census tract) within the geographical area in which they would be totally responsible. Each team would carry an average workload of 400-600 leased housing cases per year. In addition, the unit will be responsible for the State Aftercare Program, and Moderate Rehabilitation Program units (92 State Aftercare, 82 Moderate Rehabilitation units) throughout the County.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Typical Responsibilities of Team Leader

a. New Tenants

- Lease Approval Review/Process
- Determination of Owner/Unit Eligibility
- Housing Quality Standards/Inspections & Follow-ups
- Notification of Lease Approval or Disappoval
- Computation of Housing Assistance Payment, Security Deposit
- Fair Market Rent
- Rent Reasonableness Limitation
- Prepare Contracts
- Lease Review/Approval Process

b. Reexaminations/Recertifications

- Notify Tenants/Owners of Reexams/Recertifications
- Unit Inspections
- Rent Adjustments
- HAP Contract Termination
- Recertify Tenants Income/Family Composition
- Prepare New HAP Contract
- Security Deposit Disposition/Claims
- Vacancy Loss Payments

c. Mobility

d. Outreach to Owners

e. Looking for Potential Units

f. Evictions

g. Complaints

h. Unit Transfers

i. Tenant/Owner Problems

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Typical Responsibilities of Team Member:

- Assist Housing Representative
- Makes Appointments for Housing Representative
- Prepares the Daily Files for the Housing Representative
- Makes Appropriate Changes from Returned Files
- Performs Minor Computations
- Types
- Prepares Input Documents for EDP

Typical Responsibilities of Team Supervisors:

- Handling Special Cases
- Reviewing Reexams/Recerts List
- Spot-checking Teams
- Handling Program Abuses
- Coordinating Caseloads
- Appeals
- Program Errors
- Lease Review
- HAP Contract Review
- Assist Chief

Typical Responsibilities of the Quality Control Functions:

- Ensure Date Input is Correct
- Liaison between Section 8/EDP
- Reviews Assistant Housing Representative's Work
- Ensure Assistant Housing Representative's Computations are Correct
- Ensure Tenant Files are Up-to-date
- Spot-Check Assistant Housing Representative

Typical Responsibilities of the Chief:

- Prepares Administrative Plan, E.O.H.P.
- Marketing the Program
- Regulations
- I.P.A. Audits
- Monitoring the Evaluating Outreach to Families
- Financial Management Records
- Execute HAP/ACC
- Monitoring the Documenting Activities and Workload
- Handling Waivers

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

- Training
- Program Application
- Ongoing Program Operations
- Budgets
- Personnel
- Year-end Statements
- Internal Monitoring of Program Requirements & Performance

Staffing by Functions:

- 1 - Overall Supervisor
- 2 - Team Supervisors
- 6 - Team Leaders
- 6 - Housing Team Members
- 1 - Quality Control
- 1 - Clerical

17 TOTAL

Budget:

Total Budget Expenditures:

Salaries:	$ 293,316
Benefits:	96,792
Overhead:	218,230
TOTAL	$ 608,338

Sources of Funds:

Section 8	$ 608,338

IV. Implementation Schedule

The implementation schedule below outlines the timetable for correcting the backlog situation, and implementation of the new system. It should be noted that the new system should only be implemented when existing Section 8 backlog cases are corrected, and a reasonable number of potential tenants are established in the waiting pools. As indicated, it is anticipated by March 1983, the backlog will be corrected, at which time the new system should be introduced and implemented. The temporary staff would then be reduced from thirteen to five positions to assist in the Central Eligibility Unit in order to process applications received during 1982. Staff estimates that this task will be accomplished by June 30, 1983. On July 1, 1983, the Central Eligibility Unit, and the Division of Leased Housing would operate under its normal capacity.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority and Redevelopment Agency
of the City of Sacramento
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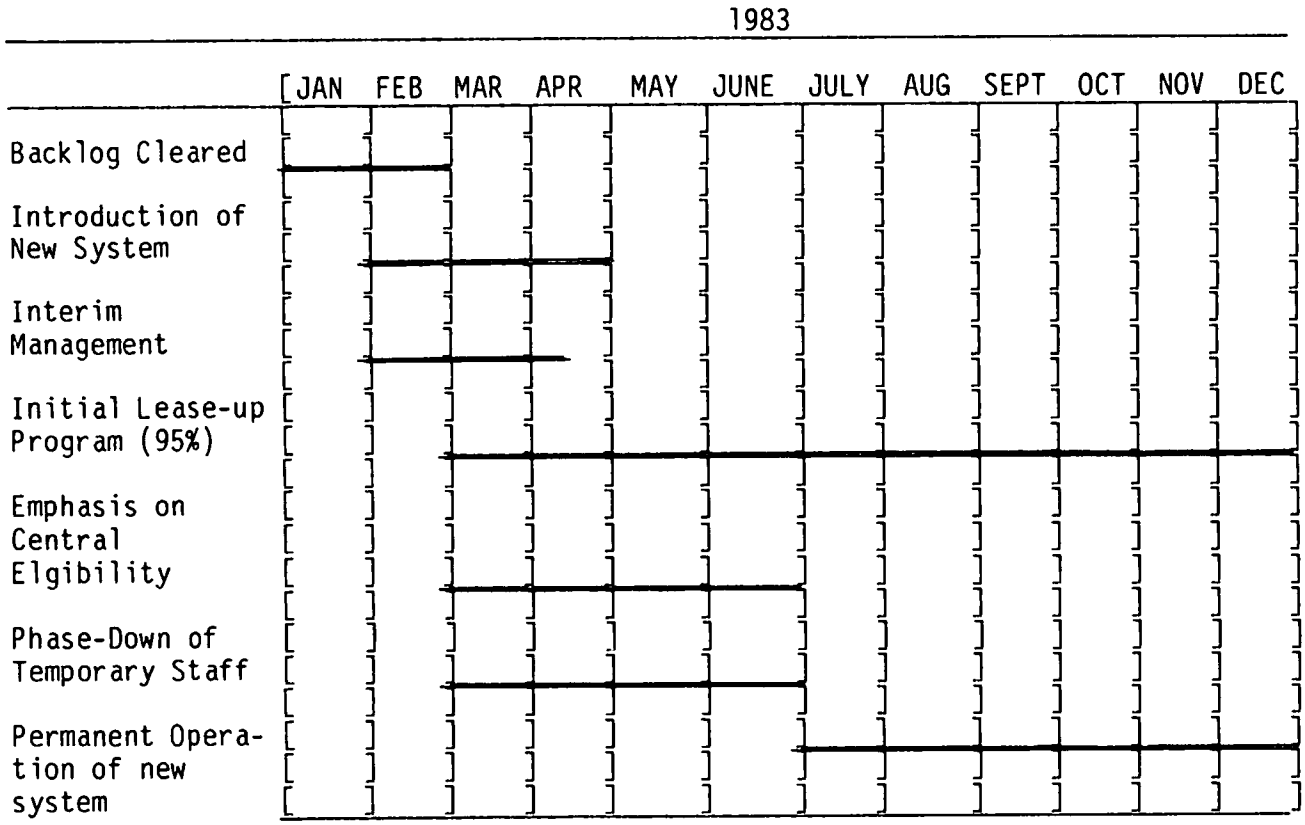

To assist in the transition, Tom Lee, Chief of Planning and Evaluation will be temporarily assigned to the Leased Housing Division. He will organize the existing staff into the new system, and supervise and manage the on-going operation of the Section 8 program. This temporary assignment will commerce on February 1, 1983. In the meantime, the Personnel Division will conduct the necessary search to fill the position permanently.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

FINANCIAL DATA

The 1983 Agency Budget allocated approximately $1.1 million of Section 8 revenues for the Housing Management Division. This amount is based on maintaining a leasing rate of 95 percent of the Section 8 cases throughout the year.However, the present lease-up is only 70 percent. At this rate, it would generate about $770,000 for 1983. Thus, based on this actual rate, there appears to be a shortage of roughly $330,000.

Attachment B is the lease-up schedule and the basis for supporting the new system for Central Eligibility and the Division of Leased Housing. Generally the schedule is a conservative estimate and is based on a monthly leasing rate of 125 units per month beginning on April 1, 1983 and a 95 percent lease-up by December 31, 1983. At this rate, the Section 8 program should generate approximately $930,000 in revenues for 1983. The new system is based on this lease-up schedule to support it's operation. Thereafter, the program should generate around $1.1 million annually. This amount is consistent with the 1983 budget.

A cost analysis of the new system versus the current system indicates that the proposed system would require additional funds. The cost to maintain the current system is approximately $740,000 for a permanent staff of 20 employees and temporary help. The proposed system is estimated to cost approximately $1.1 million for a permanent staff of twenty-five employees and temporary staff.as indicated in the report. Of the $1.1 million, approximately $186,000 would be from conventional public housing revenues to support portions of the Central Eligibility operations with the balance of the Section 8 program. Based on this analysis, the proposed new system would cost about $260,000 more than the current system.

However, the cost to retain the temporary staff to assist in correcting the Section 8 backlog and assist in Central Eligibility from January through June 1983 is approximately $133,300. This amount is based on a gradual reduction of temporary staff from thirteen to zero as the work is being completed in accordance with the process described above. At this time, it is difficult to accurately estimate Section 8 revenue for 1983 due to the uncertainty as to when full lease-up can be achieved. Based on a pessimistic schedule, staff is confident the salaries of the new system's permanent staff will be covered. In accordance with the 1983 Agency Budget authority there appears to be adequate funds to cover the services of the temporary staff, however, additional funds for their services may be required at a later date. Staff will report back with a firm figure as soon as possible. At this time, no budget amendment is required since full revenues are forecasted in the 1983 budget.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

POLICY IMPLICATIONS

The goal of making the Section 8 unit an efficient self supporting unit is consistent with the Agency's housing provision role as well as its long term goal self sufficiency of operations. The program recommended is in line with the current policy guidelines.

VOTE AND RECOMMENDATION OF COMMISSION

At it regular meeting of January 17, 1983, the Sacramento Housing and Redevelopment Commission recommended adoption of the attached resolution. The votes were as follows:

AYES: Angelides, Hall, Luevano, Miller, Teramato, Walton

NOES: None

ABSENT: Dickinson

RECOMMENDATION

The staff recommends adoption of the attached resolutions which: 1) endorses the plan, including staff assignments, to correct the current Section 8 backlog; 2) approves the proposed system and organization for the Leased Housing Division and the Central Eligibility Unit; and 3) approves the job classification for Chief of Leased Housing, and authorize staff to conduct the necessary personnel actions to implement this report.

Sincerely,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

Solon Wilson, Jr.

For: WALTER J. SLIPE
City Manager

Contact Person: Tom Lee

40-7-20B

ATTACHMENT A

LEASE-UP SCHEDULE FOR 1983

MONTHS	UNITS	X	ADMIN. FEE	=	MONTHLY X 12	YEARLY TOTAL
Jan. 1, 1983	2,500		$27.12		$ 67,800	$ 813,600
Feb. 1	2,375		"		64,410	772,920
Mar. 1	2,375		"		64,410	772,920
Apr. 1	2,500		"		67,800	813,600
May 1	2,625		"		71,190	854,280
June 1	2,750		"		74,580	894,960
July 1	2,875		"		77,970	935,640
Aug. 1	3,000		"		81,360	976,320
Sept. 1	3,125		"		84,750	1,017,000
Oct. 1	3,250		"		88,140	1,057,680
Nov. 1	3,375		"		91,530	1,098,360
Dec. 1	3,500		"		94,920	1,139,040
					$928,860	

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RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

January 25, 1983

ENDORSING THE PLAN TO CORRECT SECTION 8 BACKLOG; APPROVING THE NEW SYSTEM AND ORGANIZATION FOR THE DIVISION OF LEASED HOUSING AND THE CENTRAL ELIGIBILITY UNIT; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO CONDUCT THE NECESSARY PERSONNEL STUDIES TO IMPLEMENT THE NEW SYSTEM

BE IS RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1. The Section 8 Existing Housing Program is experiencing a large number of backlog cases with lease contract and unit inspections that have not been processed. The Executive Director is directed to implement a plan as outlined in the staff report dated January 25, 1983 to the Housing Authority to correct the backlog.

Section 2. Staff and Department of Housing and Urban Development Auditors have identified various administrative problems with the management and operation of the Section 8 Program. The Executive Director is hereby directed to implement the new system and organization for the Division of Leased Housing, and the Central Eligibility Unit as outlined in the staff report to the Housing Authority dated January 25, 1983.

Section 3. The new system and organization have functions and responsibilities that require authorization of the Executive Director to conduct the necessary personnel studies to implement the report.

_____
CHAIRMAN

ATTEST:

_____
SECRETARY

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RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

January 25, 1983

ENDORSING THE PLAN TO CORRECT SECTION 8 BACKLOG; APPROVING THE NEW SYSTEM AND ORGANIZATION FOR THE DIVISION OF LEASED HOUSING AND THE CENTRAL ELIGIBILITY UNIT: AND AUTHORIZING THE EXECUTIVE DIRECTOR TO CONDUCT THE NECESSARY PERSONNEL STUDIES TO IMPLEMENT THE NEW SYSTEM

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1. The Section 8 Existing Housing Program is experiencing a large number of backlog cases with lease contract and unit inspections that have not been processed. The Executive Director is directed to implement a plan as outlined in the staff report dated January 25, 1983 to the Redevelopment Agency to correct the backlog.

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Section 3. The new system and organization have functions and responsibilities that require authorization of the Executive Director to conduct the necessary personnel studies to implement the report.

_____
CHAIRMAN

ATTEST:

_____
SECRETARY

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RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

January 25, 1983

ESTABLISHING CHIEF OF LEASED HOUSING
CLASSIFICATION AND SALARY RANGE

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1. Exempt Service. The following classification is hereby established:

Class Title	Salary Schedule (Monthly Rate, Bi-Weekly Rate, Hourly Rate)				
	A	B	C	D	E
Chief of Leased Housing	2587 1194.00 14.925	2718 1254.24 15.678	2854 1317.44 16.468	2998 1383.84 17.298	3150 1453.60 18.170

Section 2. The Employer-Employee Relations Policy is hereby amended to add the above referenced classification to the Managerial, Supervisory and Confidential Unit.

_____
CHAIRMAN

ATTEST:

_____
SECRETARY

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

ESTABLISHING CHIEF OF LEASED HOUSING
CLASSIFICATION AND SALARY RANGE

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

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_____
CHAIRMAN

ATTEST:

_____
SECRETARY

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

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CLASS SPECIFICATION

FOR

CHIEF OF LEASED HOUSING

DEFINITION:

Under administrative direction, plans, supervises, directs, and coordinates the operations of the Leased Housing Division in locating and leasing privately owned rental units; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

Manages all Leased Housing programs of the Agency, including inspections, initial negotiations, renewals and lease terminations.

Supervises formal briefing sessions for property owners and rental/management agents on behalf of low income tenants. Provides information through the various media as necessary to support this activity.

Supervises the gathering, analysis and evaluation of information for the preparation and submission of required reports on a timely basis.

Supervises and directs the review of leasing documents for compliance with program requirements.

Negotiates with owners to assure that rents comparable in locality do not exceed the fair market rents established by the U.S. Dept. of Housing and Urban Development.

Develops, controls and reviews management operations and makes recommendations thereon to the Director of Housing.

Develops systems, procedures and information flow to expedite the operational process throughout the Leased Housing Division.

Develops and conducts staff training sessions, tenant orientations, landlord seminars, and other such training and orientation programs as needed.

Develops, prepares, and monitors annual division budget.

Prepares proposals to HUD to secure rental assistance funds.

Reviews and approves the disbursement of monthly rental assistance payments.

Reviews and approves leases and Housing Assistance Contracts for privately owned rental units.

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QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public administration, organization, personnel and budget management; provisions of federal, state and local laws, rules and ordinances relating to housing programs and operations; principles and practices of property management; and principles of supervision.

Ability to:

Plan, organize, direct and control the work of professional and clerical employees; exercise sound judgment, make decisions and take judicious action on problems arising in the field of tenant and community relations.

Experience and Education:

Any combination of experience and education that could likely provide the required knowledge and abilities may be qualifying. A typical way to qualify would be:

Experience:

Five years of increasingly responsible experience in public housing operations with at least two years in a supervisory or management capacity.

Education:

A Bachelor's Degree in Public Administration, Business Administration, Community Organization or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Licenses and Certificates:

Housing and Urban Development approved certificate in Public Housing Management is desirable.

January 1983

ATTACHMENT "B"

PROPOSED SECTION 8/CENTRAL ELIGIBILITY SYSTEM