



City of Tempe

HOUSING SERVICES SPECIALIST I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	150	<i>Department:</i>	Human Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Housing Services Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
<i>Click here for more job classification information including current salary range.</i>			

DISTINGUISHING CHARACTERISTICS

The Housing Services Specialist I+ is the entry-level class in the Housing Services Specialist series. This class is distinguished from the Housing Services Specialist II+ by the performance of more routine tasks and duties assigned to positions within the series.

REPORTING RELATIONSHIPS

Receives direct supervision from the Housing Services Supervisor.

Receives general supervision from the Housing Services Manager or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of experience in in subsidized housing, housing revitalization or affordable housing programs, person-centered case planning serving individuals and families who are homeless or near homelessness or other experience directly related to the core functions of this position. Experience with Housing Choice Voucher (Section 8), CDBG, HOME or other housing grant programs is preferred. Bilingual skills are also preferred
<i>Education:</i>	High school diploma, GED, or equivalency.
<i>License / Certification:</i>	Possession of, or required to obtain within six (6) months of hire, one (1) of the following professional certifications: <ul style="list-style-type: none"> ● Housing Specialist ● Housing Occupancy ● Housing Quality Standards

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of administrative technical and clerical duties involved in the implementation of the City's assisted housing programs; to perform specialized field and office work to provide housing assistance to residents, individuals and families, and to promote affordable housing opportunities through rental assistance and first-time homebuyer programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide information and educate tenants, owners, and landlords regarding housing quality standards, and housing assistance policies, rules, and regulations.
- Accept and process housing assistance pre-applications and applications; maintain list of applicants.
- Negotiate with and notify owner of determinations with respect to their offers and proposals.
- Interview applicants and participants to determine eligibility and continuing eligibility for housing programs; certify financial eligibility for housing assistance programs.
- Compute tenant rent amounts; compute housing assistance payment amount; process rental assistance overpayments; maintain confidential records.
- Prepare and maintain required records, files and reports of activities.
- Negotiate and prepare lease agreements and contracts.
- Schedule inspection appointments for initial tenants and annual reviews for tenants on program; may conduct Housing Quality Standards inspections.
- Conduct rent reasonableness surveys.
- Assist in mediating differences between participants and landlords.
- Investigate suspected fraud or abuse and, if necessary, prepare and present documentation at informal reviews and hearings.
- Perform related duties as assigned.

When assigned to Inspections:

- Plans and organizes inspections of Housing Assistant programs and other low-income housing programming.
- Prepares written documents such as inspection reports, failure reports, and other correspondence.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe’s competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988
Reviewed August 1989
Revised December 2001
Revised June 2002 (creation of flex-class)
Revised April 2017 (duties, education, licenses/certifications)
Revised November 2022 (update minimum quals and added when assigned to Inspections)
Revised May 2023 (update minimum quals – education)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Housing Services Specialist I+

Job Code: 150

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time
ENDURANCE				
Sit				X
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*			X	
Personal Protective Equipment*	X			
Fumes		X		
Computer Software				X
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:

- May be assigned to conduct Residential Housing (HUD) Inspections in field.
- May require working extended hours.
- May work alone for extended periods of time.

***DEFINITIONS/EXAMPLES**

Machinery: bucket truck, riding mowers, backhoe etc.

Electrical: wiring, outlets, fuses etc.

Power Tools: push mowers, jackhammers, drills, chainsaw etc.

Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.

Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**