

Housing Services Specialist I+, Inspections

This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.

First review of applications will occur on December 12, 2022.

Salary Range:

Level I: \$21.567308 to \$28.900481 Hourly

Level II: \$22.662981 to \$30.368269 Hourly

This position is part of a flexible classification. Qualified candidates may be hired at either level based on their experience, education and training as determined by the hiring authority.

The City of Tempe offers a comprehensive benefits package including:

- Pay Increases occur in July
- 12 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
- Vacation Accrual; starts at 9.33 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical, Dental and Vision Benefits
- Wellness Program Discount on health premiums
- Medical Reimbursement Program; \$53/month
- Tuition Reimbursement; \$6,000/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.17% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution

To view the employee benefit summary, please visit:

[Employee Benefit Summary](#)

Department / Division:

Human Services / Housing Services

Job Type:

Full-Time Regular

This position is classified as safety sensitive.

Schedule:

Monday – Friday, 8 a.m. to 5 p.m.

Job Number: RC#

DESCRIPTION

This Housing Specialist I position will be assigned to Housing Quality Standards (HQS) Inspections and will be responsible for planning, organizing, conducting, and reporting on Housing Assistance Program inspections, coordinating housing assistance applications and maintaining waiting list of applicants, determining eligibility for programs, and negotiating and preparing lease agreements and contracts.

Examples of assigned duties include, but are not limited to the following:

- Schedules and organizes inspection appointments for initial tenants and annual reviews for tenants on program; may conduct Housing Quality Standards inspections.
- Negotiate with and notify owner of determinations with respect to their offers and proposals.
- Compute tenant rent amounts; compute housing assistance payment amount; process rental assistance overpayments; maintain confidential records; conducts rent reasonableness surveys.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Work Experience:

Level I:

Requires 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.

Level II:

Requires two (2) years of experience 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.

Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Education:

Level I:

Requires the equivalent to a bachelor's degree from an accredited college or university with major course work in social work, human services, sociology, public administration,

or degree related to the core functions of this position.

Level II:

Requires the equivalent to a bachelor's degree from an accredited college or university with major course work in social work, human services, sociology, public administration, or degree related to the core functions of this position.

Certifications, Licenses, and/or Registrations:

Level I:

Possession of, or required to obtain within six (6) months of hire, one (1) of the following professional certifications:

- Housing Specialist
- Housing Occupancy
- Housing Quality Standards

Level II:

Possession of (1) one of the following professional certifications, at time of application:

- Housing Specialist
- Housing Occupancy
- Family Self-Sufficiency
- Housing Quality Standards
- Homeless or social services certification

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

- Criminal history background investigation
- Post offer/pre-employment drug screen. Employees in safety-sensitive job classifications are prohibited from all marijuana usage whether medical or recreational

ESSENTIAL FUNCTIONS

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](#)

This position is FLSA Non- Exempt which means employees are eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*

