

Clerical

Butler Metropolitan Housing Authority is accepting applications for the position of Section 8 Inspection Coordinator which is directly responsible to the Section 8 Manager to coordinate all required HQS inspections; performs rent reasonableness calculations and negotiates rent as directed.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Ensures inspections (move-ins, move-outs, complaints, and annual recertifications) are performed in compliance with HUD Housing Quality Standards guidelines; ensures inspections are timely scheduled after receipt of Request for Lease Approval; performs quality inspections of units.
2. Maintains rent reasonableness data; monitors utility rates to ensure program participants are allotted accurate utility allowances.
3. Communicates with property owners and participants to ensure accurate information is furnished for preparation of lease agreement; examines documents for accuracy.
4. Maintains files and stock of necessary paperwork supplies; assists inspector with information and documentation; follows-up all inspections to completion.
5. Schedules notification to owners and families for the annual re-certification and inspection.
6. Obtains signatures of owners/residents for all documents.
7. Recommends approval/disapproval of requested rents by owners.
8. Prepares inspection booklets for initial leases for new residents, movers, and portabilities; follows through with inspections, verifications, and/or pertinent correspondence.
9. Maintains all required licenses and/or certifications.

QUALIFICATIONS:

High school diploma or equivalent or equivalent with one (1) to two (2) years of Section 8 experience.

Pay rate \$19.68 – \$21.82 per hour. BMHA offers an excellent wage and benefit package.

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org; website www.butlermetro.org; mail or in person to the address listed below.

Butler Metro Housing Authority
Attn: M. Veal
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

No phone calls will be accepted.

BMHA is EOE