

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA)**HUMAN RESOURCES DIVISION****EMPLOYMENT OPPORTUNITY**

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**HUMAN RESOURCES DIVISION**

701 South Sixth Street, P.O. Box 846

Nashville, Tennessee 37202

Fax - (615) 780-7019

www.Nashville-MDHA.org

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

POSITION: SECTION 8 SPECIALIST
SALARY: \$43,332- \$56,335

JOB OBJECTIVE: Under the direction of the Director of Rental Assistance, to determine the eligibility of applicants and participants for all programs administered by the Rental Assistance Department; to provide support in various procedures relating to initial eligibility, initial lease-ups, re-examinations, transfers, terminations, and do related work as required.

REQUIREMENTS: Bachelor's degree in Business Administration, behavioral science or related field plus five years of increasingly responsible experience in subsidized housing or related field
Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Initiates, schedules and implements process for initial interviews, voucher issuance, initial lease-ups, re-examinations, and terminations;
- initiates steps necessary to verify income, assets and expenses of applicants and participants;
- calculates subsidy amounts to be paid on behalf of a family;
- updates files as necessary;
- produces and sends required notices;
- conducts briefings;
- processes Request for Tenancy Approval and changes to lease;
- initiates inspection requests;
- coordinates the execution of leases and Housing Assistance Payments Contracts;
- updates computer in order to release or stop Housing Assistance Payments;
- assists in the collection of data for rent reasonableness, utility costs, and general market data; assists in owner and family disputes;
- prepares material for hearings;
- compiles reports as needed;
- performs other related duties.

EQUIPMENT USED: Automobile, calculator, and computer

SUPERVISION EXERCISED: None

ABILITIES REQUIRED: Knowledge of subsidized housing rules and regulations; knowledge of Housing and Urban Development rules and regulations; knowledge of landlord and tenant rights; knowledge of rental and homeownership principles; ability to communicate effectively both orally and in writing with applicants, participants, landlords, lenders, other housing providers, and other members of the public; ability to perform mathematical functions accurately; ability to follow and maintain instruction; strong organizational skills; ability to manage time effectively and meet critical deadlines; ability to prepare reports and other written material; ability to establish and maintain effective working relationships; ability to be tactful, discreet, and non-judgmental; and the willingness and mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee Driver's License.

LAST DATE FOR ACCEPTING APPLICATIONS
Tuesday, August 22, 2017 at 3:00 p.m.



TDD#252-8599
To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550