



**Position Title:** Assistant Housing Specialist/Portability Management (Full Time Position)

**Location of Job:** Columbia, MD

**GENERAL**

Responsible for the management of workflows surrounding the billing, posting, and reconciling of payments made on behalf of households that move to Howard County using a portable voucher. This position reports to the director of the Housing Choice Voucher Program and works closely with accounting staff to reconcile ports. Other duties may include conducting rent reasonableness determinations and approving rent increases. The omission of specific statements regarding duties do not exclude them from the position.

**ESSENTIAL JOB FUNCTIONS/DUTIES:**

- Responds courteously to emails, calls and written requests from public housing agencies and participants to answer questions on the Housing Choice Voucher Program.
- Pulls data related to portability payments from various housing authority websites, compares those payments to deposits made in Commission bank accounts and posts payments in the Commission's software system.
- Collects portability billing statements and related paperwork from the Housing Specialists and ensures the paperwork is sent and received by initial public housing agencies. Keeps a copy of all sent bills and an accurate log of the date bills were sent.
- Ensures funds that are collected from public housing agencies that owe money to the Commission.
- Ensures funds that the Commission owes to other public housing agencies are paid in a timely manner.
- Conducts portability briefings for households wishing to move to Howard County from other jurisdictions.
- Conducts rent reasonableness determinations and approves rent increases for all landlords and voucher types.
- Ensures privacy and maintains security of confidential materials.
- Adheres to all state, local and federal regulations.
- Provides technical assistance to port in tenants and landlords on fair housing requirements.

Commented [PE1]: Something missing here?

Commented [PE2]: How many of these do we typically do? Who is doing these now?

**KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of federal/state and local regulation regarding the Housing Choice Voucher Program
- Knowledge of basic accounting rules
- Yardi software experience a plus
- Data entry and keyboard skills
- Ability to organize and prioritize work
- Strong interpersonal skills
- Strong critical thinking skills
- Ability to work with the Commission's voucher clients, a diverse population, in a positive and helpful manner
- Ability to embrace and contribute to the Commission mission and vision
- Eagerness to share ideas and recommendations for operational improvements

**MINIMUM REQUIREMENTS:** Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**Experience:** Two (2) years previous experience and/or training that includes accounting, bookkeeping or Housing Choice Voucher Program.

**Education:** Bachelor's degree from an accredited college or university with major course work in Accounting, Public Administration or closely related field; OR eight (8) years equivalent combination of education, training, and experience.

**Evaluation and Selection Factors:** Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

**Salary and Supplemental Information:** This is a non-exempt position with a starting salary range between \$41,464 - \$45,302 depending on experience.

**Pre-Employment Background Check:** Satisfactory results of the pre-employment background check is required.

**Equal Opportunity Employment Policy:** The Commission is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. The Commission will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law.

**HOW TO APPLY:** All interested candidates must send a resume to [careers@househoward.org](mailto:careers@househoward.org). Applications must be received by 5:00 p.m. on the March 31, 2021. **Applications become the property of the Commission and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

**Notice to Disabled Applicants:** To request an accommodation contact Samit Paul at [spaul@househoward.org](mailto:spaul@househoward.org).