



Housing Authority
of the
County of Tulare

CLASSIFICATION: PROGRAM COORDINATOR – MTW COORDINATOR

RESPONSIBLE TO: EXECUTIVE DIRECTOR

DEFINITION: Under direction, to coordinate the Fair Housing and Moving to Work Programs for the agency.

EXAMPLES OF DUTIES: Prepares grant applications for new funding opportunities; under direction, serves as the representative for the agency's Fair Housing Program; serves as the representative for the agency's Moving to Work Program; attends meetings, including housing fairs, realtor meetings, meetings with city staff and housing conferences; provides outreach and training to all parties in the housing industry to help eliminate discrimination; reviews and interprets fair housing legislation, and works with designated staff to determine fair housing needs, and assists in developing educational materials, advertising and reports and disseminates materials to further fair housing goals; researches and analyzes new federal and state housing program regulations; works with staff in the development and implementation of proposed agency policies and programs; leads the development of the MTW Plan and Report; recommends and initiates changes needed in agency's policies, procedures, or work plans, and implements changes in existing federal and state programs, and prepares presentations to the Executive Director; conducts and reviews the Tenant Hardship Committee meetings; acts as Section 504 coordinator for the agency; serves as the agency's ADA Coordinator by ensuring compliance with all provisions of Title II of the ADA through the supervision and evaluation of requests for reasonable accommodations for program participants and applicants at all managed and/or owned properties and/or programs; acts as interagency liaison with other groups, including the Continuum of Care, and makes presentations to community groups; receives referrals of alleged program fraud or abuse and determines whether or not investigations will be conducted; conducts investigations to determine whether or not violations have occurred; notifies appropriate parties of their related rights and responsibilities, and assists with the mediation of issues; answers questions and responds to complaints, explains agency policies and procedures and available courses of action; pulls case records, conducts research regarding problems or concerns, and takes follow-up corrective action as appropriate; acts as the agency's Hearing Officer; serves as the agency liaison to local law enforcement agencies; as necessary, develops and presents a housing-counseling curriculum to qualified tenants in order to prepare them for homeownership opportunities; under direction, reviews and works with staff to help prepare necessary reports; works with cities and county to coordinate real estate development projects and filing forms, as necessary; and other duties as assigned.

EDUCATION/BUSINESS EXPERIENCE: A Bachelor of Arts degree with upper-level course work in public administration, business, political science or related courses. Four years of experience in property management or housing-related work, or in other business activities, wherein the type and level of responsibilities are comparable to those of a public-housing project manager. College education of more than two years in a related field that would demonstrate possession of requisite

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Program Coordinator – MTW Coordinator (Continued)**

knowledge and abilities may be substituted for the property management and housing-related experience. Also, any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF: Regulations, policies and procedures, and applicable law governing operations of public-housing and rental-assistance programs; local, state and federal statutes relating to fraud in housing program; and fair-housing legislation and issues.

SKILLS TO: Effectively investigate and detect housing-program fraud cases; develop cross referral and other relevant procedures with law-enforcement agencies; represent the agency in legal proceedings related to housing fraud. Ability to convey the agency's fair housing and MTW goals, both orally and in writing. Prepare grants, educational, and advertising materials with a minimum of instruction. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making skills, with frequent contact with the public.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop and lift supplies and equipment weighing up to 40 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; mobility to enter and exit housing units to perform physical inspections, ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSES/CERTIFICATIONS: A valid California driver's license