

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: Project-Based Section 8 Contract Specialist II	
MINIMUM SALARY: \$NEGOTIABLE	
DEPARTMENT: Project-Based Section 8	SECTION: Contract Management
HOURS OF WORK: 8:00 a.m.– 4:40 p.m. (Mon-Fri)	BARGAINING UNIT: EXEMPT
POSTING DATE: July 14, 2010	APPLICATION DEADLINE: Until position is filled

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, OH 45202

SCOPE: This position provides the day-to-day contract management oversight for Project-Based Section 8 properties in a multi-county area. The position reports to the Manager for the Project-Based Section 8 Program.

ESSENTIAL FUNCTIONS: include, but are not limited to:

- Responsible for the timely and accurate completion of specified core tasks for each contract assigned under CMHA's Project-Based Section 8 subcontractor agreements.
- Directly performs specific core tasks as part of a contract management team.
- Supervise management review site work, drafts Management and Occupancy Reports and maintains accurate and complete customer files, logs and schedules, as needed, to audit management practices, occupancy files, verify rents, etc.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree preferred, in an area such as business, property management, etc.
- 2-5 years property management, claims processing or case management experience.
- Excellent written and oral communication skills.
- Some supervisory experience.
- Strong mathematics, data entry, accounts receivable/payable and record keeping knowledge.
- Assisted housing programs experience a plus.
- Typing speed of at least 30 WPM and familiarity with Microsoft Office software.
- Excellent customer service skills and problem solving ability.
- Ability to perform duties accurately and timely in a work group, which must maintain a high level of productivity.
- Working familiarity with EXCEL or other PC-based spreadsheet applications.
- Incumbent must obtain their Certified Occupancy Specialist certification within one (1) year of employment

OTHER REQUIREMENTS:

- Must possess and maintain a valid driver's license in the state of residency and an insurable driving record under the terms and conditions of the CMHA automobile liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years. Must have an automobile available for extensive daytime travel.

Interview Process: All applicants must clearly indicate on application/resume information sufficient to determine whether the applicant meets the minimum qualifications.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities