

HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG  
**ASSISTANT SECTION 8 COORDINATOR**  
**VACANCY**

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**POSTING DATE:**

**April 19, 2024**

**CLOSING DATE:**

**May 3, 2024**

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**VACANCY:**

Job Title:

Assistant Section 8 Coordinator

Annual Salary:

\$42,180

Location:

350 South Jefferson Street  
Kittanning, PA 16201

Type Employment:

Full-Time

Work Hours:

37½ Hours per Week / 7½ Hours per Day  
8:30 a.m. – 4:00 p.m.

**DUTIES:**

See Attached Position Description

**RECRUITMENT METHOD(S):**

Applicants must meet one (or more) of the following methods to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- General Recruitment

**ELIGIBILITY:**

1. Meet the minimum experience and training required for the job: two (2) years experience in performing tasks associated with the management of multifamily housing communities, or properties owned or administered by a public housing agency; or, two (2) years of comparable business, industrial, or professional employment; or, any equivalent combination of experience and training; or, one (1) year as a Management Aide.
2. Be a resident of Pennsylvania.
3. To be considered for promotion without examination, applicants must have or have had regular civil service status in one of the next lower classifications.

**SELECTION CRITERIA FOR PROMOTION WITHOUT EXAMINATION:**

1. Meritorious Service will be defined as: (a) the absence of any discipline above the level of a written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than "unsatisfactory" or "fails to meet standards".
2. Seniority will be defined as a minimum of one (1) year in the next lower class by the closing date of the posting.

**HOW TO APPLY:**

A completed Application for Employment detailing functional work experience. The application material must be received or postmarked no later than 4:00 p.m. on May 3, 2024 to be accepted. Send completed application to:

Housing Authority of the County of Armstrong  
ATTN: Marty Sutton, Executive Director  
350 South Jefferson Street  
Kittanning, PA 16201

Employment applications may be downloaded at [www.hacarmstrong.org](http://www.hacarmstrong.org).

To obtain additional information about this vacancy posting, please contact Denise Getty at 724.548.7671 or [dgetty@hacarmstrong.org](mailto:dgetty@hacarmstrong.org).

This posting will be closed on May 3, 2024 at 4:00 p.m.

# **POSITION DESCRIPTION**

## **IDENTIFYING INFORMATION**

| Last Name | First Name | MI | Employee Number | Position Number |
|-----------|------------|----|-----------------|-----------------|
|           |            |    |                 |                 |

| Job Title                             | Job Code | Working Title                   |
|---------------------------------------|----------|---------------------------------|
| Assistant Section 8 Coordinator (Hsg) |          | Assistant Section 8 Coordinator |

| Department     | Organization | Organization Code |
|----------------|--------------|-------------------|
| Administration |              |                   |

| Supervisor's Last Name | Supervisor's First Name | Job Title             | Position Number |
|------------------------|-------------------------|-----------------------|-----------------|
| Fleeger                | Shelly                  | Section 8 Coordinator |                 |

| Start Time | End Time | Hours/Week | Days Worked<br>(Check all that apply) |     |      |     |      |
|------------|----------|------------|---------------------------------------|-----|------|-----|------|
| 8:30 AM    | 4:00 PM  | 37.5       | Sun                                   | Mon | Tues | Wed | Thur |
|            |          |            |                                       | X   | X    | X   | X    |
|            |          |            |                                       |     |      |     |      |

**POSITION PURPOSE:** Describe the primary purpose of this position and how it contributes to the organization's objectives.

*Example: Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

Assist in the management of the Section 8 Housing Choice Voucher rental assistance program in accordance with Housing Authority policies/procedures and HUD regulations.

**DESCRIPTION OF DUTIES:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major and result of the task. *Example: Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Interviews applicants for Section 8 program participation to determine eligibility and calculates rents and maintains waiting lists.

Conducts annual and interim recertifications of residents to determine income and family composition to properly calculate rents.

Assists the Section 8 Coordinator in conducting briefing sessions for prospective residents and landlords detailing procedures and requirements of the Section 8 program.

Assist in negotiating rents with prospective landlords and executing housing assistance payment contracts between landlords and Housing Authority.

Counsels prospective residents and landlords in the program requirements.

Familiarizes families in their rights and obligations under the lease, federal regulations, and the landlord/tenant laws.

Assists prospective applicants find suitable housing.

Collects, analyzes and evaluates statistical data to aid the Section 8 Coordinator in planning and monitoring the progress of the program.

Participates in the inspection of rental units.

Responds to inquiries concerning the Section 8 Program.

Maintains files, lists and logs necessary to efficiently and effectively administer the Program.

Prepares and submits reports as required to HUD's online systems and Section 8 Coordinator as required.

Assists in the administration of other special programs such as FSS, VASH and Homeownership.

Participates in/Conducts meetings and other activities as required.

Represents the Housing Authority at meetings, conferences and hearings.

Performs any and all other job-related duties as required.  
Travel as needed.

**DECISION MAKING:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

Work for this position is reviewed and supervised by the Section 8 Coordinator through written and oral communication. Work assignments are performed with considerable independence in accordance with established standards and within the framework of applicable laws, policies and regulations.

**REQUIREMENTS PROFILE:** Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

**EXPERIENCE:**

- a) Two years of experience in performing tasks associated with the management of multi-family housing communities, or properties owned or administered by a public housing agency; or
- b) Two years of comparable business, industrial, or professional employment; or
- c) Any equivalent combination of experience and training; or
- d) One year as a Management Aide.

**LICENSES, REGISTRATIONS, OR CERTIFICATIONS:**

- 1. Be a resident of Pennsylvania
- 2.
- 3.
- 4.
- 5.
- 6.

**ESSENTIAL FUNCTIONS:** Provide a list of essential functions for this position. **Only 150 characters permitted.** Example: *Lifts boxes weighing up to 60 pounds.*

- 1. Knowledge of/ability to learn principles/practices of administration management.
- 2. Knowledge of/ability to learn laws/regulations pertinent to assisted housing.
- 3. Ability to plan/organize work and maintain records/reports.
- 4. Ability to establish/maintain effective working relationships with staff/public/government officials.
- 5. Ability to express ideas clearly/concisely orally/in writing.
- 6. Ability to operate standard office equipment.
- 7. Ability to use information technology.
- 8. Ability to perform arithmetic calculations.
- 9.
- 10.