



Contract Control Specialist Vacancy

The Montgomery County Housing Authority (MCHA) is accepting applications for the position of Control Contract Specialist in the Norristown location. The selected candidate will join a team that provides administrative oversight of the Housing Choice Voucher Program (HCVP). Employees in this role are expected to communicate daily with participants and landlords/owners to provide information on status of rent, damage claims, property inspections, provisions of the lease/contracts while ensuring all actions are within federal and agency program regulations. Confidentiality, sensitivity and the ability to strictly adhere to deadlines and details are required to serve a caseload of 400-households.

Essential Job Functions:

- Daily use of enterprise computer system to manage the HCVP.
- Set-up and audit files for completeness and accuracy with necessary participant or third-party documents.
- Determine eligibility by evaluating incomes, assets and expenses consistent with regulations.
- Handle annual recertification process to comply with ongoing eligibility requirements.
- Brief and orient participants on program policies, operations and requirement for participation.
- Communicate through multiple modalities with participants in a timely manner.
- Act as liaison for participating HCVP clients and properties.
- Investigate and resolve participant complaints.
- Address compliance issues such as fraud or allegations involving criminal activities with appropriate entities.

Qualifications:

Education, Training, and/or Experience:

Required: Associates degree and three years of professional experience or any relevant combination of education, training and experience will be considered.

Preferred: Two years of professional work experience and a completed Bachelor's degree. Knowledge of HUD regulations and experience in public, subsidized or low income housing services.

Knowledge, Skills, & Abilities:

Thorough knowledge of modern office practices, procedures, and equipment.
Knowledge of the principles and practices of public administration, preferably Housing Authority activities.
Ability to handle high volume of incoming calls from participants in the HCVP.
Ability to read, research, understand and apply HUD, MCHA and HCVP regulations.
Ability to learn and use technology extensively in execution of duties and assignments.
Ability to be detail oriented and work independently with minimum errors.
Knowledge of the principles of governmental reporting.
Ability to gather, assemble, correlate, and analyze facts and devise solutions to administrative problems.
Ability to comprehend program goals, objectives, and operations, and to relate these to administrative analysis. Ability to develop, install, and evaluate administrative policies and procedures.
Ability to communicate professionally at all times on behalf of the MCHA.
Ability to apply and interpret departmental policies and procedures.
Ability to establish and maintain effective working relationships with colleagues, officials and the public.
Ability to work effectively as a team member.
Ability to express ideas clearly and concisely, orally and in writing.

How to Apply

Submit resume and cover letter to HR@montcoha.org by COB on **Thursday, June 21, 2018.**

EEO Statement

The Montgomery County Housing Authority (MCHA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.