



Bremerton Housing Authority

PBCA Compliance/Occupancy Specialist III

Department: Contract Management Services

FLSA Status: Exempt

Grade/Level: 47

Job Type: Regular

Work Schedule: Normal Business Hours

Job Status: Full Time

Reports To: PBCA Compliance Manager

Amount of Travel Required: 75%

Positions Supervised: None

Union: Non-union

POSITION SUMMARY

Position is responsible for conducting on-site Management and Occupancy reviews (MOR).

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Function Summaries

- Conduct physical on-site inspections of multi-family properties to determine compliance in accordance with HUD regulations.
- Conduct on-site audits of tenant files, EIV, and review Section 8 HUD vouchers to determine compliance with HUD regulations.
- Provide feedback and follow-up to owners and management agents by identifying and resolving problems related to operation of the development, management deficiencies, excessive vacancies, or other areas identified during review or as directed by HUD.
- Travel within the state and occasionally out of state as assigned.
- Book travel arrangements including airfare, hotel and rental car as needed.
- Reconcile credit card statements, submit travel vouchers, and complete contingency fees.
- Support team by backing up Compliance/Occupancy Specialists I and II as needed.
- Professionally interact with Owners and Management Agents, assisting with questions related to various HUD handbooks, housing notices, guidebooks, etc.
- Research property specifications and related HUD regulations.
- Prepare or review all required documents for an MOR, including completing required property specific checklists, reviewing required desk reviews, and tenant files.
- Prepare cheat sheet to complete MOR reports and prepare for delivery to Owners, Agents, and HUD.
- Creating and reviewing quarterly Work Plans to be submitted to HUD.
- Reviewing and responding to MOR responses received from Owner/Agents.
- Participate in training new hires, internal staff, and owner/agents by developing and presenting materials as needed.
- Research and respond to questions from HUD asset managers.
- Other duties as assigned.

POSITION QUALIFICATIONS

Required Education and Experience

Education: Bachelor's Degree: Required in Business, Public Administration, Accounting, Communications, or related field.

Experience:

- At least 4 years of experience in affordable housing or public housing programs with demonstrated ability to understand HUD forms and handbooks
- –or- At least 5 years managing residential properties with the responsibility of auditing residential records for program compliance.
- At least 3 years of experience in working directly (face-to-face) with diverse customers and composing detailed content of professional documents, letters, memos and reports.

Bremerton Housing Authority has the discretion to accept any other equivalent combination of education and experience when relevant.

Computer Skills: Intermediate user of Microsoft Office products, including Word, Excel, and Outlook. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Certifications & Licenses: A Multi-family Housing Occupancy certification or similar certification is required.

Must possess a valid driver's license, be insurable under BHA's auto insurance policy, and be able to drive several hours a day.

Must participate in regional and overnight travel, including out-of-state, as needed.

Other Requirements: Must pass background check indicative to the position requirements.

Technical Requirements for Telecommuting:

The employee provides phone/phone services, and adequate Internet connectivity such as broadband cable internet connection. The employee also provides a designated office space within the employee's home, along with desk, chair, and personal office supplies. BHA supplies a computer, 2 monitors, keyboard, mouse, phone, UPS (uninterruptible power supply), and remote access to the BHA environment. Initial training is held at BHA headquarters in Bremerton, WA

Required Competencies

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely with proper grammar and sentence structure.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ability to drive an automobile - Must be licensed and able drive to various work sites using a two or four door passenger car.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment - The ability to formulate a sound decision using the available information.
- Motivation- Ability to inspire self and others to reach goals or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tactful - Ability to avoid being offensive when communicating with others, maintain diplomatic relations or good customer services, and show consideration for others with diverse backgrounds.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Self-Confident - The trait of being comfortable in making decisions for oneself.
- Technical Aptitude – Performance Based Contract Administration (PBCA) Programs - Ability to comprehend complex technical knowledge and terminology of Project-Based Section 8 housing programs and applicable federal, state and local laws within the first six months in the position.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

WORK ENVIRONMENT

The employee in this position is primarily driving a vehicle, on location at various multi-family properties, or telecommuting out of hotels/motels or their home office. The employee conducts MOR's on-site at various multi-family properties where stair climbing, reaching, squatting, and other physical requirements may be needed to review the property. Hearing and speaking is necessary to communicate with on-site owners and agents. Hand-eye coordination is necessary to operate various pieces of office equipment such as laptops and cell phones and is also necessary for driving to the various work sites. The employee may occasionally need to lift and carry up to 20 lbs. While telecommuting in their home office, they primarily sit at a desk, but have the opportunity to move about at will. The work environment is fast-paced, high volume, deadline driven, and very detail oriented.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	N
Bend	O
Grasp	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs.	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs.	N
41-100 lbs	N

Other Physical Requirements

- Vision (Near)
- Sense of Sound - listening to instructions and customer comments

Prepared by: Janis Castle, Human Resources Manager Date: 11/9/2021

Prepared by: Paula Kennedy, Human Resources Manager Date: 11/9/2021

Reviewed by: Kristy Yeadon, PBCA Compliance Manager Date: 11/12/2021

Reviewed by: Carlita Mendez, CMS Director Date: 11/15/2021

The Housing Authority of the City of Bremerton (BHA) has reviewed this position outline to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Review the job analysis or desk manual for greater details about the types of tasks being performed in this position. This document does not represent a contract of employment, and BHA reserves the right to change this position outline and/or assign tasks for the employee to perform, as the company may deem appropriate.



Equal Employment and Housing Opportunity



Barrier Free

Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission and access to its programs.

To request a reasonable accommodation for work related reasons, contact the HR office at 360-616-7107.
 To request a reasonable accommodation for housing, contact a BHA Section 504 Coordinator at 360-479-3694