

Taylor Housing Commission

Job Announcement

January 30, 2026

Resumes will be accepted through Friday February 27, 2026, or until filled

Position: Part-time Housing Specialist

**SHIFT: normal business hours, approximately 20-24 hours per week
(some flexibility may be available)**

FLSA CLASS – Non-exempt

Salary range: \$15-\$18 / per hour, without benefits. As this position is not a full time position. Per the Taylor Housing Commission Employee Handbook, this position is not entitled to ANY fringe benefits, other than required Sick Time.

Position Summary:

This is a part-time temporary position. The duties of this position include a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of the Housing Choice Voucher Program (HCVP) operations. The Housing Specialist may perform admissions, re-certifications, interim adjustments, rent increases and deal with both participant and landlord problems. The Housing Specialist reports to the HCV Manager.

Principal Duties and Responsibilities

Admissions

- Conduct interviews as needed.
- Conduct criminal history check on all adult members of applicant families.
- Determine eligibility of applicants from the waiting list, special admissions and port-ins. Inform ineligible families of informal meeting procedures.
- Document family composition, citizenship or eligible immigrant status and social security numbers of family members.
- Determine Annual Income in accordance with HUD rules.
- Obtain Enterprise Income Verification (EIV) or third party verification of income (or documentation of why third party verifications are not present).
- Calculate Adjusted Income correctly in accordance with HUD rules.
- Obtain third party verification of deductions (or documentation of why third party verifications are not present).
- Calculate Total Tenant Payment (TTP) accurately.
- Determine the Voucher size for which each family qualifies in accordance with the Administration Plan.
- Conduct eligibility interviews with applicant, and issue Vouchers and brief Voucher-holders, emphasizing housing opportunities outside areas of low income concentration.
- Set-up complete and accurate files with all necessary participant-supplied documents and third party verifications (or documentation of why third party verifications are not present).
- Receive Requests for Tenancy Approval, HAP contracts (with HUD-required Tenancy Addendum) Inspection reports, rent reasonableness determinations and leases. Check to ensure that no participants will be paying more than 40 percent of adjusted monthly income in TTP, review for original signatures and internal consistency (particularly with respect to who pays for various utilities), place in participants files and authorize HAP payments to owner.
- Enter correct information into the database using the housing authority software system, (currently HDS).

HUD Annual Re-certifications, Interim Adjustments and Owner Rent Increases

- Request Inspectors to schedule and conduct annual and special inspections.
- Schedule and conduct annual re-certification interviews in a manner that ensure that notices of rent increase are provided at least 90 days before the anniversary date and the entire process is completed by the anniversary date.
- Determine whether the participant family qualifies for a different unit/Voucher size than previously, issue new voucher for correct unit/Voucher size when appropriate.
- When families move later than 60 days after the most recent annual re-certification (in a manner acceptable under program guidelines and the Administrative Plan), conduct a full annual re-certification (including working with the Inspector to set up inspection) and change the family's anniversary date.
- When participant reports changes in income or family circumstances, process Interim Adjustment.
- Document all information (complete information for the Annual Re-certification, only changed information for the Interim) using EIV when available, otherwise third party verifications or documentation of why third party verification was unavailable.
- Make determination in accordance with the Administrative Plan when tenants request to add family members for reasons other than the birth, adoption or Court-awarded custody of children.
- Receive owner rent increase requests and check them for rent reasonableness determinations. When received, forward entire package to HCV Manager to determine whether the program can afford the rent increase within available budget.
- When rent increases are approved by HCV manager, notify owner in writing within two days.
- As the utility allowance schedule is updated, ensure that the utility allowances used in determining tenant rent are correct and accurate, taking into account the size and type of unit and the utilities paid directly by the tenant.
- Enter correct information accurately and timely into HDS.
- Properly process client files as assigned within reasonable timeframe.

General

- Works cooperatively with other members of the HCV Team, adjusting workload as necessary when other members are ill or on vacation.
- Investigate and resolve participant and landlord complaints.
- Communicate with applicants, participants, landlords/owners and co-workers in a manner that is courteous and professional.

- Answer resident and landlord questions, providing information on status of rent, damage claims, property inspections, provisions of the lease and contract, program regulations, Taylor Housing Commission policies, and procedures, etc.
- Return calls to participants and landlords within two business days.
- Place information received through the mail, by fax or email in appropriate part of participant file within two business days of receipt.
- Participate in the revision of Department policies and procedures.
- Submit monthly performance reports as required.
- Perform duties assigned by the Executive Director, to assist in normal operations.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Ability to learn HUD policies and other Federal, state and local laws, rules and regulations
- Knowledge of general office practices and procedures, business English and basic mathematics.
- Ability to learn HUD, HQS inspection procedures and Taylor Housing Commission HCV policies and procedures.
- Ability to communicate interpersonally.
- Ability to communicate with and relate to persons of diverse backgrounds and abilities, and to establish and maintain effective working relationships with participants, landlords and other employees.
- Ability to complete complex and detailed tasks in a timely manner.
- Ability to plan and prioritize duties.
- Proficiency with personal computers and other standard office equipment is required. Proficiency with Microsoft Office Products and HDS (or similar housing management software applications) is preferred.

Guidelines

- Most work is performed according to existing procedures or written guidelines, such as HUD regulations, handbooks, desk references, or existing records.
- The employee will frequently be required to use independent judgment in making recommendations and decisions.

Complexity / Scope of Work

- The employee performs relatively complex work requiring a deep understanding of HUD rules and requirements relative to Voucher program eligibility, income, rent, and

contract procedures. In addition, the employee must be able to handle complex interpersonal situations involving conflicts between assisted tenants and landlords with skill and professionalism.

- The employee works with the Voucher program, participants, landlords and other employees.
- The employee's work is essential to the successful operation of the Voucher program.
- The employee's efforts affect the Taylor Housing Commission's ability to earn administrative fees and obtain additional Vouchers and funding.

Supervisory Controls

- The employee receives work assignments and instructions from HCV management staff. Instructions will often be broad and general.
- The employee must be able to work independently, performing relatively complex work in an accurate and timely manner without close supervision.
- The employee's work will be reviewed sporadically for thoroughness, accomplishment of objectives, and compliance with existing policies and procedures.
- Employee has no supervisory responsibilities.

Personal Contacts

- The employee has continual contact with other employees, program participants, and landlords. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy.
- Occasionally a contact may be uncooperative or antagonistic, and the employee would be expected to use above-average tact and courtesy. Failure to respond courteously could adversely affect the public's opinion of the program and the Taylor Housing Commission.

Physical Demands / Work Environment

- Work is principally sedentary, but may involve some physical exertion, such as kneeling or crouching to obtain files, and eyestrain from working with computers and other office equipment. Additionally there is some degree of stress resulting from contact with applicants, participants, landlords, the public and other employees.
- Work involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted and ventilated.

Minimum Qualifications

- High School diploma or equivalent is required.

- Associates degree or two (2) years of college course work, or higher level of college education is strongly preferred.
- Three years of experience in Public Housing or Housing Choice Voucher Program is preferred.
- Certification in HCV Rent Calculation or equivalent professional training/certification is required within the first year of employment (training and testing will be at the expense of the THC).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Selection Process

The Taylor Housing Commission seeks to hire the most qualified applicant based upon the following criteria:

Education: 30% of applicant score will be based upon educational background.

Experience: 30% of applicant score will be based upon previous work experience.

Interview: 30% of the applicant's score will be based upon the applicant's ability to articulate an understanding of the nature of the work that will be asked of the applicant; demonstrated ability to perform the job; ability to perform tasks in an efficient and professional manor, per the discretion of the interview team.

A 10% preference will be given to Section 3 qualified applicants.

Interested applicants must submit a resume to the Taylor Housing Commission (Administrative Offices) located at 15270 Plaza South Drive, Taylor, MI 48180 or emailed to johnc@taylorhousing.org , no later than 9-10-2014 at 4pm (EST).

Only qualified applicants will be selected for an interview on the basis of evaluation of applications and/or resumes. All applications are encouraged to submit complete and detailed information to ensure proper evaluation.

Taylor Housing Commission is a Fair Housing and Equal Opportunity Agency

**Individuals with disabilities may contact Executive Director for assistance at
johnc@taylorhousing.org**

The Taylor Housing Commission prohibits discrimination on the basis of Race, color, national origin, age, religion, sexual orientation, marital status, familial/ parental status or disability.