



# THE HOUSING AUTHORITY OF THE CITY OF LIVERMORE

INVITES YOUR INTEREST IN THE POSITION OF

## HOUSING SPECIALIST II



**3203 Leahy Way, Livermore, CA 94550**  
**[www.livermoreha.org](http://www.livermoreha.org)**

**A GREAT OPPORTUNITY**

Application submittal period: August 15, 2022 – September 9, 2022

## ❖ The Position

Under general supervision, this position determines initial and continuing eligibility of participants. This includes annual and interim financial reviews. The Housing Specialist II manages rental assistance contracts, investigates program abuse complaints, performs special projects, and may provide technical guidance and training to lower level staff. This class is distinguished from the Housing Specialist I class in that the latter generally manages a lesser number of rental assistance contracts under close supervision.

**The ideal candidate** should have solid office administrative and customer service skills which demonstrate the following:

### **Knowledge of:**

- Landlord/tenant rights and responsibilities;
- Customer service objectives and strategies;
- Methods and techniques of interviewing;

### **Ability to:**

- Compose general correspondence;
- Maintain a professional demeanor over the phone and in person;
- Understand, interpret, and apply Federal, State, and local housing rules and regulations;
- Work independently and multi-task;

In addition, the ideal candidate will possess the following personal attributes:

- Ability to interact with a diverse workforce;
- Creative problem-solver and team player;
- Proactive and enthusiastic service provider.

## ❖ Primary Job Functions

1. Interview clients or applicants, assist in completing the prescribed application and declaration forms in order to determine eligibility;
2. Obtains information and 3<sup>rd</sup> party verification relative to applicants or current recipients from employers, Social Security and other agencies;
3. Prepares forms required by Federal, State, and County governmental entities.

## ❖ Education & Experience – Minimum Requirements

- Possession of a Bachelor's degree with a major in business administration or related field from an accredited University or College;
- Two (2) years of housing program-related experience at the of Housing Specialist I with LHA or any Housing Authority;

## ❖ Compensation

Approximate monthly salary range: \$5,131 - \$6,236

## ❖ How to Apply

1. Complete Livermore Housing Authority employment application. Employment applications can be obtained from LHA's website: [www.livermoreha.org](http://www.livermoreha.org)
2. Complete answers to the Supplemental Questions on the back of this brochure;
3. **Email** completed employment application and answers to supplemental questions to: [careers@livermoreha.org](mailto:careers@livermoreha.org)

**Last day to file application: September 9, 2022**

## ❖ Supplemental Questions

Please answer the following questions using no more than one page per question. Applications are not accepted without a completed supplemental questionnaire attached to your application.

1. Describe your experience working in an office environment where you have had daily interactions with a diverse population.
2. Most documents and customer interactions for the Livermore Housing Authority are classified as confidential and protected by federal regulations. Describe your experience working with confidential information, the type of information, and the measures taken to protect confidentiality.
3. What type of data entry experience do you have? In your response include: (a) the tasks involved and (b) the type of data entered and software used.
4. Describe your level of knowledge in assisted housing programs.

