

Area Housing Authority of the County of Ventura SECTION 8 SUPERVISOR Application Package

**Before the deadline of:
FEBRUARY 26, 2018 before 5:00 PM**

You *MUST* complete the following THREE forms and submit them to Human Resources

- 1) AHA Employment Application (4 pages)
- 2) Supplemental Questionnaire (1 page)
- 3) Notice to Applicants-AHA's use of background/investigative reports (1 page)

You *MAY* submit the following voluntary forms with your application.

These documents will not accompany your application to prospective supervisors, and are used the compilation of government record-keeping and reporting requirements.

- Voluntary Self-Identification (*Veteran status*)
- Voluntary Self-Identification (*Ethnic Category*)
- Voluntary Self-Identification (*Disability*)
- Eligibility for Preference Certification Form (*Section 3*)

You *MAY* submit a copy of your recent resume. However, resumes will not be accepted in lieu of the completed application package.

TO APPLY for the SECTION 8 SUPERVISOR position:

Submit the completed required forms (*and any voluntary forms you wish to include*) via fax, U.S. mail, in person or email to the address below. All documents must be received by the final filing date on [02/26/18 before 5:00 PM.](#)

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail or in person:

Attn: Human Resources,
Area Housing Authority
1400 W. Hillcrest Drive
Newbury Park, CA 91320

SUPPLEMENTAL QUESTIONNAIRE – SECTION 8 SUPERVISOR

The purpose of this Supplemental Questionnaire is to provide information to be used in the screening process to assess your qualifications for this position. Since this is a competitive process, failure to supply sufficient details when describing your prior relevant work experience, skills and abilities may result in your elimination from the selection process.

Complete the sections below, **sign and date this Supplemental Questionnaire**, then return via mail, email, fax or hand-deliver **with your completed Application and Notice to Applicants and any additional pages** to: Human Resources, Area Housing Authority, 1400 W. Hillcrest Drive, Newbury Park, CA 91320; or by email: humres@ahacv.org, or fax (805) 480-9951.

DEADLINE IS MONDAY, FEBRUARY 26, 2018 before 5:00 PM

Under penalty of perjury, I certify that the information provided to the AHA through this Supplemental Questionnaire is true and accurate and has been prepared by me to demonstrate my experience, knowledge and abilities as they relate to this position. I understand that any misstatement or concealment of any fact may subject me to disqualification in the interview process.

Signature: _____ Date: _____

Printed name: _____

Provide your TOTAL number of years' experience from all jobs/school in each category below.

Total Yrs.	REQUIRED Skills, Knowledge, Abilities and Experience:
	Conduct Housing Choice Voucher program monitoring and quality assurance
	Conduct program quality control monitoring and compliance reviews
	Day-to-day administration of Housing Choice Voucher program
	Direct basic office work <i>(including filing, data entry, answering phones, emails, copying, etc.)</i>
	Direct caseload management experience
	Direct supervision of others for whom you may hiring/firing decisions
	Ensure inspections of assisted units are timely and in compliance with HUD regulations
	Federally-funded housing programs' experience, including HUD Family Self-Sufficiency Program
	Within an affordable housing organization
Total Yrs.	DESIRED Skills and Experience:
	YARDI property management software

1) Describe your supervisory experience.

For each position you have held in this capacity, include your specific duties and how many employees you supervised. Use additional pages if necessary.

Resumes, while useful, will not be accepted in lieu of these documents. Failure to return both the application and supplemental questionnaire before the deadline will remove you from the list of active applicants for this position.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status. We are an equal employment opportunity employer of individuals with disabilities.

Applications are accepted for open positions only. A separate application is required for each open position desired. All sections must be complete within the application. Items left blank may be cause for disqualification as an applicant or dismissal, if employed. Supporting materials may be attached to this application.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for, Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority program?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?, If hired, can you perform the essential duties of this position with or without reasonable accommodations?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten (10)** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write “See Resume”.*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Yes No Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If “Yes”, explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

- High School Diploma GED or High School Equivalency Certificate
 No Diploma # Years Completed in High School or Equivalent Educational Program : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
					Y / N
					Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>					

- Some of our clients do not speak English. Do you speak, write or understand any other languages **well enough to act as an interpreter?** If "Yes", list them below. *(including Sign Language)*
- Yes** Written Fluency Spoken Fluency
 No 1. _____ Written Fluency Spoken Fluency
 2. _____
- Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:
- Yes**
 No

REFERENCES

While we normally utilize the employer information contained in the "Employment Experience" section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry. List two people **in addition** to any you have listed within the "Employment Experience" section of the application that we have your permission to contact **who have knowledge of your work performance** within your recent past or current employment situations. We need complete information to contact them in a timely manner. **Failure to provide complete information will result in your application being declared 'incomplete' and will remove you from our applicant pool. Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation		Best email address to reach this person
First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation		Best email address to reach this person



Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing a pre-employment drug screen, pre-employment physical, background check and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical and background check upon request. I understand that failure to pass the alcohol/drug screen, pre-employment physical and/or background check will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura's Human Resources policies and procedures are intended to interfere with employees' right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA'S USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history. To obtain this information before hiring an applicant, the AHA may:

- contact your prior employers via phone, fax or mail;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in this entire AHA application package.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

Before the Area Housing Authority of the County of Ventura [AHA] takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing a notice in advance of taking an adverse employment action is to allow the individual the opportunity to review the report and explain any negative information.

If an adverse employment action is taken against you, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.

INQUIRIES REGARDING YOUR APPLICATION STATUS

Applicants for positions with the Area Housing Authority of the County of Ventura will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing. **Therefore, the Area Housing Authority will not respond to telephone requests for an application status.**

As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information. You will some written communication regarding the status of your application within 2-3 weeks of the closing date of recruitment. **Email will be the primary method of written communication. Therefore be sure to include a valid email address within your application.**

We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Area Housing Authority of the County of Ventura is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of marijuana, illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment shall, as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol, marijuana or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Area Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Area Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are Public Housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating marijuana or illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

SALARY GRADE: SS	SALARY RANGE: \$5,200 - \$6,760 per month Exempt Position
DEPARTMENT:	SECTION 8
REPORTS TO:	DIRECTOR OF HOUSING PROGRAMS
DATE WRITTEN:	Oct. 19, 2006
DATE OF LAST UPDATE:	February 8, 2018

BRIEF SUMMARY OF THE POSITION

- Under general administrative direction of the Director of Housing Programs, responsible for the day-to-day administration of Housing Choice Voucher program within the Caseload Management department.
- Supervises, coordinates workload, assigns, trains, and reviews the day-to-day work of staff responsible for inspections, lease-up, and other ancillary functions relating to the Section 8 program.
- Conducts program monitoring and quality assurance
- Performs other duties as assigned by the Director of Housing Programs.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through:

- High school graduate **and**
- Five years or more years working in within an affordable housing organization's HUD Section 8 Program caseload management **and**
- Three years supervisory experience, preferably in within an affordable housing organization **and**
- Two years federally-funded housing programs' experience, including HUD Family Self-Sufficiency Program **and**
- HCV Rent Calculation or HCV Rent Occupancy Certificate, or equivalent

PREFERRED Education and Experience

- Associate of Arts or Science in Public or Business Administration, Social Services, Management, or other appropriately related field of study.
- Bilingual English/Spanish skills preferred.

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

ESSENTIAL FUNCTIONS

- Interview, select, train, direct, supervise evaluate, handle complaints, discipline, assign work, and monitor compliance measures of assigned subordinates.
- Ensure maximum program usage of all Section 8 programs within scope of responsibility.
- Review, interpret, and implement local, State and Federal housing laws, rules and regulations.
- Resolve conflicts and disputes with tenants, owners and neighbors.
- Represent the Section 8 program in relationship with program participants, owners/landlords, community groups, businesses and local, State and Federal government agencies.
- Prepare required reports and participate in the design and implementation of procedures.
- Conduct program quality control monitoring and compliance reviews
- Support and assist the Director of Housing Programs and in the overall administration of the HCV program.

ESSENTIAL FUNCTIONS REPRESENTATIVE TASKS

The following duties are normal for this position. This is not an all-inclusive list and the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Regular attendance and timeliness for face-to-face interactions with the staff, public, clients, co-workers and management.
- Plans, assigns and directs daily work of subordinates, including technical and fiscal operations relating to housing assistance payments and program services within the Housing Choice Voucher program.
- For assigned subordinates, conducts performance appraisals, provides guidance and assistance on HUD and AHA procedures, coaches, and disciplines as needed.
- Assigns and ensures staff workloads are balanced; ensures any new programs are appropriately assigned and implemented.
- Interprets and explains program procedures and objectives to assigned staff.
- Ensures subordinates are trained on local, State, and Federal housing laws, rules and regulations.
- Monitors and evaluates Housing Choice Voucher program for compliance with HUD and AHA requirements.
- Develops and implements procedures, programs and activities to enhance client and owner relations.
- Addresses and prepares various written correspondence to owners/landlords, residents and other agencies.
- Represent the Housing Voucher Choice program to program participants, community groups, businesses and local, State and Federal government agencies.
- Ensures that tenant and landlord notification processes are conducted in a timely fashion.
- Ensures appropriate program monitoring and evaluation with monthly quality control

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

measures through audits and reviews of department's work products.

- Performs and oversees the composition of letters and reports, the establishment and maintenance of client files, and performs a variety of administrative functions related to the efficient and effective delivery of AHA services.
- Balance HAP checks monthly.
- Resolves and addresses non-routine, difficult and complex issues
- Reviews, analyzes, and interprets applications, contracts, rental agreements, leases, laws, regulations, and other legal documents.
- Assist Department Director in developing policies and procedures
- Conduct and/or supervise informal hearings
- Ensure inspections of assisted units are timely and in compliance with the AHA Administrative Plan and HUD regulation
- Act as point-of-contact for landlord outreach

MARGINAL FUNCTIONS REPRESENTATIVE TASKS

- Interviews, evaluates, and counsels potential and current program participants.
- Answers questions regarding housing programs.
- Assists in the preparation and implementation of proposals and applications for funding.
- Serve as back-up for Section 8 Technicians, as needed
- May be assigned additional professional and/or managerial duties and responsibilities.

REQUIRED QUALIFICATIONS

Knowledge of:

- Code of Federal regulations and Fair Housing Laws.
- Landlord/Tenant rights and responsibilities.
- Section 8, self-sufficiency and affordable housing programs.
- Microsoft computer programs at intermediate level, particularly Word and Excel.

Ability to:

- Maintain effective working relationships with staff, the public, clients, owners/landlords, various governmental agencies, and contractors.
- Communicate clearly and concisely in oral and written English.
- Conduct individual and small group meetings.
- Interview, evaluate and counsel potential and current program participants.
- Interpret and understand applicable laws, rules and regulations.
- Work effectively and communicate clearly with diverse groups.
- Communicate complex program guidelines to a lay audience.
- Follow strict grant guidelines set forth by the Department of Housing and Urban Development, local jurisdictions and community partners.
- Work independently and under pressure.

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

- Ability to:
- Organize work and recognize and establish priorities.
 - Establish and maintain cooperative working relationships with other employees, program participants, community groups, governmental agencies, and the general public.

 - Interact, collaborate, and communicate with executive Ability to: management.
 - Gather information, perform analysis; create and interpret reports and other data.
 - Routinely demonstrate AHA core supervisory/management competencies.
 - Balance HAP checks and maintain accurate reports.
 - Demonstrate knowledge of HUD regulations
 - Demonstrate ability to be flexible in response to job demands to meet agency needs, as well as ability to perform well under stressful circumstances
 - Work with the IT dept. to maintain AHA's High Performer status.
 - Approach problems proactively and be solution focused

DESIRED Qualifications

- Knowledge of:
- Yardi computer system
 - Community organizations and assistance resources availability.

PHYSICAL WORK ENVIRONMENT

- The working environment is a modern building and well maintained property, which is well lit, heated/air conditioned, with "open space" cubicle workstations and standard offices.
- This position's office contains a workstation that is ergonomically furnished.
- Computer equipment and software generally conform to the latest technology.
- The use of personal protective equipment, i.e. hard hats, may be required when touring new construction sites.

UNIQUE or SPECIAL REQUIREMENTS FOR THE POSITION

- Must have or be able to receive a Housing Choice Voucher Rent Calculation Certificate following training.
- Must have access to an automobile or other means of transportation, and be able to drive, when and if required to travel on AHA business.
- Must possess a valid Class C California driver's license, including a driving record acceptable to the AHA's insurance Company.
- Must have current automobile insurance in accordance with California law.
- Must be bondable.

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

NOTE:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change. This document replaces all previous descriptions for this position.

Area Housing Authority Job Description SECTION 8 SUPERVISOR-Caseload Management

CORE AHA SUPERVISORY AND MANAGEMENT COMPETENCIES

Accountability	<ul style="list-style-type: none"> • Holds self and others accountable for measurable high-quality, timely, and cost-effective results. • Determines objectives, sets priorities, and delegates work. • Accepts responsibility for mistakes. • Complies with established control systems and rules.
Customer Service	<ul style="list-style-type: none"> • Anticipates and meets the needs of both internal and external customers. • Delivers high-quality products and services; is committed to continuous improvement.
Decisiveness	<ul style="list-style-type: none"> • Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Flexibility	<ul style="list-style-type: none"> • Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Integrity/Honesty	<ul style="list-style-type: none"> • Behaves in an honest, fair, and ethical manner. • Shows consistency in words and actions. • Models high standards of ethics.
Interpersonal Skills	<ul style="list-style-type: none"> • Treats others with courtesy, sensitivity, and respect. • Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	<ul style="list-style-type: none"> • Makes clear and convincing oral presentations. • Listens effectively; clarifies information as needed.
Problem Solving	<ul style="list-style-type: none"> • Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Resilience	<ul style="list-style-type: none"> • Deals effectively with pressure; remains optimistic and persistent, even under adversity. • Recovers quickly from setbacks.
Written Communication	<ul style="list-style-type: none"> • Writes in a clear, concise, organized, and convincing manner for the intended audience.

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

Equipment Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Computer and keyboarding activities	Constantly
• Fax machine activities	Occasionally
• Photocopier activities	Frequently
• Telephone activities	Frequently

Carrying Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
Distance objects normally carried	25 feet
• Carrying objects that weigh 0-10 pounds	Frequently
• Carrying objects that weigh 11-25 pounds	Occasionally
• Carrying objects that weigh 26-50 pounds	Rarely

Lifting Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Lifting objects that weigh 0-10 pounds	Constantly
• Lifting objects that weigh 11-25 pounds	Frequently
• Lifting objects that weigh 26-50 pounds	Rarely
• Lifting objects that weigh 0-10 pounds floor to waist	Occasionally
• Lifting objects that weigh 11-25 pounds floor to waist	Occasionally
• Lifting objects that weigh 26-50 pounds floor to waist	Rarely
• Lifting objects that weigh 0-10 pounds waist to overhead	Frequently
• Lifting objects that weigh 11-25 pounds waist to overhead	Occasionally
• Lifting objects that weigh 26-50 pounds waist to overhead	Rarely

Object Handling Demands – DOMINANT Hand	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• File handling – opening, inserting/removing documents, etc.	Frequently
• Fine manipulation of items with fingers and hands	Constantly
• Grasping and gripping items with fingers and hands-Power grasping	Occasionally
• Grasping and gripping items with fingers and hands-Simple grasping	Constantly
• Handwriting	Frequently
• Holding and turning object in hand	Occasionally
• Pinching objects	Constantly
• Pushing or pulling objects less than 10 pounds	Constantly
• Pushing or pulling objects more than 10 pounds	Occasionally
• Reaching above shoulder level	Frequently
• Repetitive use of the hand required (>20 times/hour)	Constantly
• Twisting objects	Occasionally
• Use of small objects requiring fine motor skills	Constantly
• Use of small tools requiring fine motor skills	Rarely

Area Housing Authority Job Description

SECTION 8 SUPERVISOR-Caseload Management

Object Handling Demands – NON-Dominant Hand	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• File handling – opening, inserting/removing documents	Frequently
• Fine manipulation of items with fingers and hands	Frequently
• Grasping and gripping items with fingers and hands-Power grasping	Occasionally
• Grasping and gripping items with fingers and hands-Simple grasping	Frequently
• Holding and turning object in hand	Occasionally
• Pinching objects	Rarely
• Pushing or pulling objects less than 10 pounds	Occasionally
• Pushing or pulling objects more than 10 pounds	Rarely
• Reaching above shoulder level	Occasionally
• Repetitive use of the hand required (>20 times/hour)	Occasionally
• Twisting objects	Rarely
• Use of small objects requiring fine motor skills	Frequently
• Use of small tools requiring fine motor skills	Rarely

Hearing, Sight and Speech Activity Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Hearing and understanding the speech of another person	Constantly
• Hearing what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times as well as the ability to listen to and understand information and ideas presented	Constantly
• Seeing and distinguishing color differences	Frequently
• Seeing details at both close (< 3 ft) and long range (>20 ft).	Frequently
• Seeing different depths	Occasionally
• Seeing entire field of vision/periphery	Occasionally
• Speaking to others to convey information effectively	Constantly

Mental Demands	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Clearly communicate with the public and co-workers.	Constantly
• Combine pieces of information to form general conclusions as well as the ability to apply general rules to specific problems to produce answers that make sense. (Inductive and Deductive Reasoning skills)	Constantly
• Comprehend technical or professional material.	Frequently
• Count and use basic math skills (addition, subtraction, division, multiplication)	Frequently
• Create and read written communication.	Constantly
• Handle multiple assignments, conflicting demands or priorities.	Constantly
• Interpret technical or professional materials, financial or legal reports.	Frequently

Area Housing Authority Job Description
SECTION 8 SUPERVISOR-Caseload Management

Mental Demands (continued)	
Rarely (0-15%) Occasionally (16-33%) Frequently (34-66%) Constantly (67-100%)	
• Logically define problems, collect information, establish facts, draw valid conclusions, interpret information, and/or deal with abstract variables.	Constantly
• Maintain attention to detail over extended period, continually aware of variations in changing situations.	Constantly
• Organize own schedule and those of others.	Constantly
• Pay attention to detail and be thorough in completing work tasks.	Constantly
• Plan, organize and prepare materials for presentations.	Occasionally
• Problem solve by analyzing information and evaluating results to choose the best solution and solve problems.	Constantly
• Provide recommendations and guidance based on legal, financial, scientific, technical or other professional areas.	Frequently
• Use algebra or geometry calculations or statistics	Occasionally
• Use critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	Frequently
• Utilize good judgment when making decisions, as seen in considering the relative costs and benefits of potential actions to choose the most appropriate one.	Constantly
• Work with frustrating situations when job objectives are hindered by events beyond the employee's control.	Frequently