

# **RENTAL SUBSIDY PROGRAM ASSISTANT**

**Department: Comptroller**  
**Classification: Competitive**  
**Specification Number: 1595**  
**Approved: 2/14/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of property management, rental or leasing office experience.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists in the management of a caseload of participants in a federally funded rental subsidy program administered by the Town. The incumbent is responsible for initial eligibility interviews and record keeping, and for preparing documents and reports based on HUD regulations. May act as initial tenant/landlord liaison regarding disputes. Work is performed under direct supervision and according to pre-set program rules and guidelines, and is subject to the approval of the Program Administrator. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Screens applicants for initial and renewal eligibility, prepares necessary forms to process, maintains waiting list;

Maintains bank records, reconciles bank statements; processes and mails monthly rent payments, monitors program budget;

Prepares lease agreements and other records and reports as required by HUD;

Enters all relevant data into computer system;

May correspond with HUD representatives;

May assist in the inspections of properties;

Provides assistance and information regarding the program to telephone callers;

May mediate for tenant and landlord on issues such as property maintenance or other disputes.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Some knowledge of federally funded rental subsidy program laws and operations as they apply to town government; ability to learn basic legal and housing standards as applicable; ability to develop and maintain effective working relationships with program participants; ability to keep accurate records and financial documents; ability to express oneself clearly both orally and in writing; basic computer skills; physical condition commensurate with the demands of the position.