

#752

Internal/External Posting

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EMPLOYMENT OPPORTUNITY

December 4, 2015

POSITION: Inspection Coordinator Scheduler
LOCATION: Housing Choice Voucher Program
AVAILABLE: Immediately

NEW HIRE RATE	BASE RATE	SENIORITY 10 YEARS	SENIORITY 20 YEARS
\$15.42	\$16.13	\$16.53	\$16.99

General Purpose

Coordinates and schedules inspections for rental properties that are funded by various federal funding sources, as well as resolves problems between clients, landlords and inspectors.

Duties & Responsibilities

- 50% Schedule and monitor inspections of Housing Choice Voucher Program properties for multiple inspectors. Conduct inspections on an as needed basis. Prepare and mail related inspection reports to landlords and tenants. Perform same tasks for re-inspections, appeal granted and abatement, special and initial inspections.
- 25% Process RTA and inspection paperwork, perform data entry on RTA's and inspections and ensure all records are accurate and updated. Maintain input documentation. Run correspondence and reports as required. Maintain files and logs.
- 15% Provide a high level of customer service support to landlords and tenants, including telephone support, providing accurate information in response to public inquiry, and assisting with the resolution of customer complaints and concerns. Courteously and accurately explain Housing Choice Voucher Program procedures to landlords and clients.
- 10% Miscellaneous
 - Perform routine office tasks such as typing, filing and maintaining routine records.
 - Maintain records of requests, complaints and follow up action by staff.
 - Other duties as assigned.

Minimum Qualifications

High school diploma or equivalent, and a minimum of two years office experience including data entry and customer service. Working knowledge of city/county geographical area with the ability to read and interpret maps. Experience in scheduling/traffic control for multiple personnel. Demonstrated proficiency with computer software programs. Must have or obtain Lead Based Paint Risk Assessor/Lead Inspectors License and Housing Quality Standards Certification within one (1) year of employment. Must have a valid Ohio driver's license and be insurable under AMHA.

"This is a Section 3 Covered Position and we encourage HUD recipients to apply"

To Apply

Internal applicants respond by submitting an internal form (AMHA-364) to the Human Resources Office by 4:30 p.m., December 11, 2015. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word or Microsoft Works format to personnel@akronhousing.org or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. AHMA Job line (330) 252-9262.