

POSITION DESCRIPTION

Inspector

Title: Inspector #404	Exemption Status: Non-Exempt	Date Created: April 2018	Date Revised:
EEO Classification:	Grade: 07	Reports to:	NCCI

Position Summary
Responsible managing a load of properties/landlords for administration of the approximately 7,000 vouchers for Housing Choice Voucher program for St. Louis County.
Primary Interactions
Primary interactions will be with the Caseworkers, Clerical staff, Clients, Landlords, and government employees.
Supervisory, Budget Responsibilities
No supervisory responsibilities
Policy and Decision-Making Authority, Strategic Thinking
This position participates in developing and maintaining best practices and compliance with housing law and regulations.
Access to Confidential Information
This person will see confidential information therefore this person must be discrete.
Governance and Compliance Responsibilities, Organizational Risk
This position will be responsible for ensuring client information is in compliance with appropriate regulations. Knowledge of federal, state, and local law and regulations are critical.
Essential Tasks and Responsibilities
Assist with the goal of providing safe and affordable housing to clients via inspections and reporting to landlords. Uses best practices and meets compliance requirements in administration of housing program. Provides quality customer service to landlords and clients. Maintaining current information in HASLC and HUD databases. Maintain 100% occupancy. Follows up on client and landlord inquiries or complaints. Fully utilized enterprise database to do work and communicate with landlords and clients.
Secondary Responsibilities
(bulleted list with percentage of time associated; may be in bulleted categories with sub-categories)
Education/Experience Requirements
Bachelors Degree, experience in administration of rental properties and HUD compliance reporting.
Skills and Attributes Required for Success
Demonstrated: problem solving; adaptability, organization, management, interpersonal and communication, both verbal and written, skills; ability to work with diverse internal and external customers. Have a solid understanding of the Enterprise system database. Must be an intermediate user of Excel and Word. Must be knowledge about storing data on a network. Ability to work longer hours during busy seasons. Be efficient. Can meet with individual clients and present to a group of clients. Must have a valid driver's license and current insurance.
Physical Demands
Must be able to lift a 30lb box.
Working Conditions

h:\jobdescriptions\june2018\404inspector-june2018.doc

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.

POSITION DESCRIPTION

2

Inspector

This job includes desk duties, (primarily seated), and visits to sites and to public meetings.

Environmental Factors

There are times of year where workload is extensive. Work in adverse weather conditions is required.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of responsibilities, duties and skills required.

Employee Signature and Date (optional)

Manager Signature and Date

HR Signature and Date

CEO Signature and Date

POSITION DESCRIPTION

3

Inspector

Selected sample of duties detail

- Looks for ways to save clients rather than remove from program.
- Report client and tenant information databases promptly
- Advisor to team supervisor
- Reviews HUD website, Federal Register and other relevant sources regularly to maintain regulatory commitments that are relevant to an inspectors work
- Handles client complaints and inquiries regarding the housing unit
- Completes all needed transactions for individual workload in a timely manner; i.e. re inspections, holds, new inspections
- Reports potential problems between tenant and landlord to caseworker
- Assesses if problem is the landlord or the tenant and recommends action with a first goal of resolving issue rather than move directly to hold, abatement or removal.
- Performs other duties pertaining to Rental Assistance Program as assigned by Supervisor.
- The evaluator schedules and completes all assigned initial, annual, re-inspection damage and special inspections in a timely fashion.
- Cooperates in the establishment and maintenance of good working relations among agency staff, landlords and tenants.
- Assists in outreach efforts to interested landlords.
- Assists the supervisor in training of new housing evaluators, answers landlord/tenant questions and assists in preparation of regular and special reports.
- Assimilates data to determine rent reasonableness based on market rent ranges.
- ~~Conducts rent surveys using newspaper ads, web sites, multiple listing service and field visits to establish a data base.~~
- Performs other tasks as assigned