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www.DuPageHousing.org

Contract Specialist

DuPage Housing Authority
Wheaton, IL
careers@dupagehousing.org
Full-time
FLSA: Nonexempt

Position Summary:

Under the direct supervision of the Asset Manager, the Contract Specialist is responsible for coordinating the processing of new and renewal housing contracts and data entry for landlord Housing Assistance Payments (HAP). The Contract Specialist will coordinate the performance of all responsibilities in accordance with HUD regulations and program policies and procedures. This position requires the ability to understand, coordinate and perform all processing steps required to create, maintain, and renew all HAP contract leasing for initial lease-up; unit transfer, rent increase, lease extension, re-contracting and change of ownership as well as to assist clients and landlords with program leasing requirements as appropriate.

Supervision Received and Exercised:

Operates under the direct general supervision of a supervisor; the Contract Specialist exercises no supervision over other employees.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of the work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Process leases and contracts for moves, rent increases, new admissions and ports in a timely manner that fully complies with HUD standards
- Process all change of ownerships
- Review completeness of submitted RFTA's, rent increases and rent reasonable
- Responsible for all associated paper and electronic filing
- Process 50058's, 52665's and notice of rent changes with all contracts
- Provide excellent customer service to participants, landlords, co-workers, clients, and vendors
- Contacts landlords to secure additional information or verify information as required to ensure accuracy
- Ensures that landlords have completed all required documents to receive electronic payments for HAP
- Enter all contracts into the contract log sheet and provides to the Asset Manager
- Upload all signed contracts and leases into the SharePoint Portal
- Approves payments for HAP when executed contracts are returned and validated
- Maintains compliance with HUD program guidelines and DHA operational and program procedures
- Performs all other duties as directed by the Asset Manager
- Obtain certification in Rent Calculations with passing score of 80% or more required within 120 days of employment

Required Skills and Abilities:

- Excellent organizational and time management skills required
- Accurate and strong attention to details
- Ability to multitask various assignments with analysis
- Proficient with Word and Yardi
- Ensures the accurate and timely input of all data required to comply with HUD and agency data systems including EIV, PIC, WASS, YARDI
- Excellent communication skills, which include the ability to adjust communication style based on audience (individual or group) (internal or external customers). Includes active listening skills, ability to give clear, concise, and thorough explanations of rules and regulations of the program to participants and property owners
- Must be team-oriented, which includes assisting others as needed, as well as contributing positively by exemplifying good work habits and offering positive suggestions that promote team harmony and contribute to a positive team dynamic
- Must be self-motivated and adaptable to changing priorities in a high-volume, deadline driven
- Must be knowledgeable of the local options, criteria and performance standards set forth in the DuPage Housing Authority Administrative Plan and Code of Federal Regulations

Education and Experience:

- High school diploma or GED required, some college preferred
- 2-3 years' experience working in a regulated industry such as housing, government, or social services preferred

Physical Requirements:

- Prolonged periods of computer work and sitting.
- Must be able to lift to 10 pounds.

Pay Range:
\$25.64 – \$28.21 per hour

Benefits:
Medical, Dental, Vision, Life Insurance, 401(a) & 457(b) Retirement Plans

DuPage Housing Authority is an Equal opportunity Employer (EOE).