



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Administrative Coordinator I  
**DEPARTMENT.....:** Housing and Human Services  
**DIVISION.....:** Section 8  
**CLASSIFICATION/GRADE.....:** Administrative Coordinator I /104  
**REVISED.....:** 10/2019  
**REPORTS TO.....:** Section 8 Administrator  
**REVIEWED.....:** 10/2019  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Works under the direct supervision of the Section 8 Administrator as a caseworker to process applications, inspections, annual reexaminations and interim reexaminations for all clients under their workload.

### **BASIC FUNCTIONS:**

1. Intake of applications including updating verifications of income, eligibility determinations, and appropriate notifications.
2. Assist in arranging and conducting briefing sessions for applicants for placement meetings and voucher issuance meeting. The primary purpose of the placement meeting is to ensure applicants meet all the requirements to be eligible to receive a voucher, while the primary purpose of the voucher briefing meeting is to inform applicants of the regulations, policy and services of the program.
3. Process the Request of Tenancy Approval including determination of unit eligibility based on owner's most recent rent as compared to PHA established payment standard.
4. Calculate anticipated annual income from documents to include but not limited to check stubs, verification of employment or self-certification.
5. Enter household information in designated software to include but not limited to family and household member demographics, income, utilities, reexamination date and inspection date.
6. Ensure all necessary documents are signed.
7. Annual duties include renewing lease agreements and contracts where necessary, tenant's eligibility (recertification) and scheduling quality control inspections.
8. Biennial duties include scheduling an inspection to determine that the unit meets Housing Quality Standards.
9. Process any family change that occurs between annual reexaminations such as household additions or deletions and income changes.
10. Handling or directing any complaints received from tenants or landlords, documenting and following up, until some solution is reached.
11. Setup program repayment agreements and assist in maintaining tenant repayment schedule.
12. Prepare portability packet for tenants that transfer to another Housing Authority.
13. Intake portability packet form another agency to lease up client within Terrebonne Parish and subsequently billing that agency for initial setup, annual reexaminations and interim reexaminations.

14. Relieve receptionist as necessary.
15. Any other administrative support duties deemed necessary by the Section 8 Administrator.

**OTHER REQUIREMENTS:**

1. Ability to communicate effectively, both verbally and in writing.
2. Ability to multi-task.
3. Must be self-motivated, capable of working independently and desire to work in a team atmosphere.
4. Proficiency in Word, Excel, Outlook and other related Windows based application.
5. Proficient in mathematics.
6. Ability to use ten-key calculator.
7. Valid Louisiana Driver's License.

**EDUCATION/EXPERIENCE:**

1. Must have a high school diploma or equivalent.
2. One year experience in the Section 8 Program preferred.
3. Experience in case management preferred.
4. Knowledge of HUD regulations for Section 8 Voucher Program preferred.
5. Knowledge in HAPPY Software preferred.
6. Knowledge of Encumbrance System a plus.