



An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-016	Housing Specialist I
Number of Openings	Compensation (Depending on Experience, DOE)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$42,306.99 (Grade 7, Step 1) - \$67,634.11 (Grade 7, Step 20) annually <i>The typical starting range for this position is between \$42,306.99 and \$46,698.91, DOE</i>

Opening Date	Closing Date
March 23, 2024 <i>Applications are reviewed on a rolling basis.</i>	April 6, 2024 (or until filled) <i>Closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete online application - to apply click here ▪ Submit a cover letter and resume <p style="color: red; font-weight: bold;"><i>Incomplete applications will not be considered.</i></p>	<p>Upon a conditional offer of employment, candidates must complete:</p> <ul style="list-style-type: none"> ▪ Background investigation which may include: (education, criminal history, credit, fingerprints, and DMV) ▪ Workplace drug testing (including marijuana*)

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking, 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer Funded or Employee/Employee-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNRHA) is currently recruiting Housing Specialist I's to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Housing Specialist I assists the Asset Manager with the day-to-day operations of one or more of SNRHA's conventional public housing developments. Position performs administrative and clerical duties in accordance with agency policies and Housing and Urban Development (HUD) regulations. The position also is accountable for helping to meet and maintain occupancy and financial goals (e.g., showing units, lease-ups, lease renewals; lease addendums, rent collection, move-outs, etc.).</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer
SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

- Performing a wide variety of general clerical duties, including organizing, compiling, and recording various data and resident files; preparing leases and/or lease addendums; receiving and responding to telephone calls; and routine requests for information in an accurate and timely manner.
- Prepare or assist in technical and financial reports on operations and activities of the property. Weekly and Bi-monthly as required by supervisor. These reports include (but are not limited to) vacancy reports, aged receivable reports, and status reports for assigned property.
- Show and rent units which includes, but is not limited to, preparing a model, showing prospective residents a model unit; reviewing vacancies, and notifying applicants of SNRHA vacancies, explaining SNRHA rules and regulations/lease agreements, conducting pre-occupancy unit inspections, conducting move-out inspections, and provide excellent customer service to all current and prospective residents.
- Collect and/or assist in collecting all monies owed including but not limited to rent, late fees, resident damages, vending income, and laundry income.
- Prepare and correspond with residents who have outstanding balances, payment agreements, delinquent payments, etc. Monitor payment agreements, and take all actions necessary to ensure collections of outstanding monies owed.
- Provide excellent customer service. Work with the supervisor to investigate and assist residents with resolving complaints and/or grievances and/or challenges.
- Enforce lease agreements; notify residents of lease violations; confer with residents regarding violations, as needed; recommend and implement solutions to violations.
- Prepare and send violation letters to residents as required by the lease and SNRHA policies, and take appropriate action to ensure the continued smooth operation of the property while staying in compliance with tenant-landlord law, and SNRHA policies.
- Assist with the process and serve preliminary eviction proceedings as required by SNRHA policies and tenant-landlord law this includes but is not limited to preparing and serving non-payment of rent notices; preparation of required court documents; attending grievance hearings, and court hearings as required. Inspect grounds, buildings, and common areas daily to confirm they are kept in a safe, sanitary, and decent manner.
- Monitor conditions, and identify any concerns. Coordinate with maintenance to maintain curb appeal. Assist with the pick-up of trash/debris as needed to ensure curb appeal.
- Help asset manager conduct and coordinate with maintenance regular physical inspections. This includes but is not limited to move-in, move-out, annual, quarterly, periodic housekeeping, and preventative maintenance inspections.

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.

Minimum Qualifications

Applicants who meet minimum qualifications may be further considered for this position. Applicants should possess the following:

- High school diploma or GED.
- One (1) year of relevant residential property management experience, preferably with affordable housing.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.
- Proficiency with MS Word and MS Excel.
- Excellent oral and written communication; organizational; and problem-solving skills.

Preferred Qualifications

Preference may be given to applicants who possess the following:

- Bilingual skills (English/Spanish).
- Experience working with vulnerable, diverse, and underserved populations.
- Certifications in Conventional Public Housing Eligibility and Rent Calculation, Fair Housing, and Tenant and Landlord Law.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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