



Position Title: Landlord Liaison
Internal/External

Announcement No.: 22-042

DEPARTMENT: Housing Programs/Section 8
SALARY RANGE: \$57,200 - \$91,458 per annum

OPENING DATE: Monday, December 12, 2022
CLOSING DATE: Until Filled

PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK REQUIRED: *Satisfactory results of the pre-employment drug test and background check are required. Marijuana is on the restricted list under Federal guidelines even though it is legal in Nevada. SNRHA is a Federally funded employer.*

DESCRIPTION OF DUTIES: Under direct supervision of the Deputy Director of Housing Programs, this position maintains and develops housing provider relationships in promoting retention and performing market outreach for housing assistance programs; engages with community landlords and property owners as effective partners to preserve and expand the quality and quantity of affordable housing options. The incumbent will be responsible for identifying property owners, property managers, service providers, and management companies who are willing to provide housing for voucher program applicants and participants and perform outreach, briefings, and group meetings. Conducts housing market research and maintains data on available rental housing units. *The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.*

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions:

- Research rental markets to identify prospective landlords for Housing Choice Voucher participants and generate leads for outreach and recruitment.
- Market the Housing Choice Voucher program to prospective landlords and explain all program facets and paperwork requirements.
- Maintain consistent communications with landlords via telephone, e-mail, virtual and in-person.
- Collect and share feedback from landlords about housing programs with team members.
- Proactively recruit landlords and community partners to participate in housing programs by promoting and educating about housing programs, and holding regular events such as workshops, receptions, roundtable discussions, and focus groups.
- Maintain regular communication with and act as a liaison for tenants, landlords, community partners, management, and finance staff.
- Responds to calls from landlords and provide appropriate solutions.
- Coordinate and collaborate with Housing Choice Voucher staff and finance staff to ensure accurate and timely housing assistance payments are made to landlords.

MINIMUM REQUIREMENTS: Applicants must possess the experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years of previous experience and/or training in real estate, property management, or housing choice voucher program.

Education: Bachelor’s degree in Social Work or related discipline; OR seven (7) year equivalent combination of education, training, and experience.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of operations and activities of public housing authorities.
2. Knowledge of the Housing Choice Voucher Program and Property Management.
3. Knowledge of SNRHA policies and procedures.
4. Knowledge of Windows operating systems and Office products, including Microsoft Word, Excel, and Outlook, or the ability to learn and use them independently.
5. Ability to learn and use any other software programs needed in the Housing Choice Voucher program operations such as Yardi.
6. Skill to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio, and percentages.
7. Apply common sense, understand in carrying out detailed but uninvolved written or oral instructions; dealing with problems involving a few concrete variables in unstandardized situations.
8. Ability to establish priorities, coordinate work activities, and organize many projects in various stages of completion.
9. Ability to maintain the confidentiality of the position.
10. Manage multiple projects and follow through to completion.
11. Ability to read and comprehend simple instructions, short correspondence, and memos. Effectively present information in one-on-one and small-group situations.

Motor Vehicle Operator Identification: Selectee must; (1) possess or can obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a **non-exempt** position and **is** eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions, and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination, and separation.

HOW TO APPLY: All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit www.snrha.org, and click on the careers tab to complete an Employment Application. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date. Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on the number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.