

**Title: Administrative Coordinator**

**(Assistant to the Director of Section 8)**

**Supervisor: Director of Section 8**

**EXEMPT**

### **Duties and Responsibilities**

Provide administrative support directly to the Director of Section 8 to help ensure the efficient operation of the department. Will assist other employees as directed by the Director of Section 8.

Assists in the planning, organizing, coordinating, and directing efforts to provide low-income housing through the Section 8 Program.

Screen all incoming calls to the Director of Section 8, answer general questions, assist in counseling and resolving problems between landlords and tenants.

Manage and route calls appropriately throughout the department.

Distribute incoming mail and other duties regularly associated with office management.

Assist in compiling statistical data, prepares reports to include weekly, monthly reports relating to the Section 8 program and inputs information into the computer.

Assist Director with the review/processing of damage claims based on inspection of units and negotiates fair payment on damage claims made by landlord.

Assist Director in compiling data for SEMAP.

Attending meetings via zoom with the Director and Community Partners – Continuum of Care agencies and various other agencies. Assist in coordinating plans and programs with other Authority branches and maintains continuing liaison with community partners.

Assist and network with community service agencies for help on behalf of tenants.

Operate office machines such as computers, photo copier, and printers; perform light maintenance and troubleshooting.

Compose correspondences memo, letters, forms.

Performs special projects for the Director of the Section 8 Program

Mediate problems between landlords and tenants

Serves as liaison for all required appeals for terminations and provides correspondence between Hearing Officer and participant.

Responsible for ordering all Section 8 supplies and submitting any maintenance requests.

Performs other duties as assigned.