

**THE HOUSING AUTHORITY
OF THE CITY OF FORT LAUDERDALE**

CAREER OPPORTUNITY

January 15, 2010

QUALITY ASSURANCE SPECIALIST

The Housing Authority is currently seeking a qualified candidate to fill the position of Quality Assurance Specialist for our housing programs. This is a quality control assurance and performance review position specializing in the compliance aspect of the certification, leasing and contract process of Section 8 Voucher, Public Housing and all other subsidized rental assisted programs of the agency. Performs quality reviews of the work product of all Occupancy Specialists and Community Asset Managers or other subsidized properties for compliance with federal housing regulations and agency's policies.

The ideal candidate must have extensive knowledge of HUD housing subsidy regulations in a Public Housing/Multifamily and Section 8 environment with a minimum of 5 years experience. Successful candidate will have either or both, Public Housing Manager or Occupancy Specialist Certification(s) from a recognized training source. A minimum of a Bachelor's degree in Business, Public Administration, Social Service Sciences or other appropriate educational background is preferred but will consider relative equivalent experience in a year by year basis. Other skills required include excellent written and verbal communication, proficiency in mathematics and with computer based programs such as Excel and good interpersonal skills. Proven administrative and/or supervisory experience a plus. Good interpersonal skills a must.

Salary range: \$25,469.00 - \$41,500.00

Open until filled

Excellent benefits package

Please submit your resume and a cover letter of interest describing specific, relative prior work experience as well as reasons why candidate feels qualified to assume the position of Quality Assurance Specialist to the Personnel Department.

Please submit by fax to 954-556-4122 or email jobs@hacfl.com

EQUAL OPPORTUNITY EMPLOYER