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**Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.**

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**POSITION:** HOUSING INSPECTOR  
*This position is open to County Employees and the General Public.*

**POSITION NO.:** 002

**STARTING SALARY:** \$33,330 - \$37,278

**DEPARTMENT:** COMMUNITY SERVICES (4220)  
*Grant-Funded position; Continuation is contingent upon refunding.*

**PRIMARY RESPONSIBILITY / FUNCTION:** Responsible for the inspection and qualification of Section 8 Housing, Tenant Based Rental Assistance, and Emergency Solutions Grant program property; coordinates tenant selection for the Tenant Based Rental Assistance and Emergency Solutions Grant programs; assists in the coordination of the Family Self Sufficiency and the Emergency Solutions Grant programs.

**ESSENTIAL JOB FUNCTIONS:**

- Conducts on-site initial, renewal, and random inspections of residences to ensure that housing quality standards are enforced in houses rented through the Housing Choice Voucher, HOME, and ESG Programs and that appropriate individuals are residing at that location.
- Inspects homes of participants in the HOME rehabilitation / reconstruction program during the affordability period in accordance with Arkansas Development Financial Authority (ADFA) guidelines.
- Ensures the Tenant Based Rental Assistance (TBRA) Program requirements, responsibilities, and procedures are explained to tenants and landlords.
- Researches available grants, options, and objectives aimed at enhancing, enlarging, or redirecting the HOME Program within Pulaski County; makes recommendations to supervisor.
- Reviews lease agreements to assure required documents are present and comply with standards set by HUD and Pulaski County.
- Reviews HOME Program application paperwork submitted by staff including contract leases, rent reasonableness, and other pertinent documents, ensuring compliance with regulations and submission of appropriate documentation; ensures applications are processed in a timely manner.
- Reviews Tenant Based Rental Assistance (TBRA) Program files including contracts, leases, rent reasonableness, and other pertinent data to ensure compliance with Federal Regulations.
- Submits budget requests for TBRA Program section.
- Ensures all appropriate financial and program status reports are prepared and distributed in a timely manner.
- Assists the Program Administrator in the review of Emergency Solutions Grant (ESG) Program files including contracts, leases, rent reasonableness, and other pertinent data to ensure compliance with Federal Regulations.
- Explains the Family Self-Sufficiency Program to clients outlining the rules, regulations, and all related issues; distributes notification to eligible housing assistance applicants.
- Receives applications for Self-Sufficiency Program; interviews applicants to determine long term career goals and identify obstacles preventing the obtaining of these goals such as child care, transportation, substance abuse, etc.
- Prepares contracts for signature of applicants outlining obligations of applicants and Pulaski County Housing and longevity of program.
- Maintains detailed computerized and manual records of all action taken for each program participant.
- Identifies community resources available to assist FSS participants achieve their stated goals and achieve financial independence from housing assistance.
- Counsels participants to encourage compliance with FSS contract goals; recommends termination from program as necessary.
- Refers applicants to appropriate agencies for needed information and assistance concerning work/life issues such as tax payment, educational opportunities, childcare, etc.
- Receives monthly progress reports from participants; ensures they are in compliance with the contract guidelines.
- Computes amount to be deposited to escrow account based upon aid reduced by earnings; forwards to Housing Administrator.
- Attends Federal HUD training sessions to remain current in any regulation change.
- Mails annual re-examination notices to FSS Participants; schedules appointments to complete updated paperwork.
- Reports any incorrect or unreported income identified during tenant file review to supervisor.
- Researches and compiles documentation for FSS participants to re-certify program eligibility on an annual basis; verifies reported information with appropriate agency.
- Performs other related duties as required.

**NUMBER OF PERSONNEL SUPERVISED:** 0

**PHYSICAL REQUIREMENTS:**

Ability to communicate orally in person and by telephone. Ability to operate a motor vehicle. Ability to stoop or crawl to inspect below a housing unit. Manual dexterity necessary to operate office equipment including computer keyboard and palm module. Visual acuity necessary for use of computer screen and to detect housing violations in field. Ability to climb stairs or ladder as necessary to inspect housing units.

**WORKING CONDITIONS:**

Work is performed primarily in a smoking restricted office environment with occasional duties required outside the office at various home and job sites and meetings at outside agencies.

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency; considerable experience with Social Service programs, social program development, or a related area; some experience in general construction, housing inspection, or a related field; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Must possess or be able to immediately obtain a valid Arkansas Driver's License. Must be able to obtain Federal Housing Quality Standards Certification within six months of employment. Must be bondable. Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check and traffic offense check.

**OPEN DATE: 05-14-2018**

**CLOSE DATE: 05-25-2018 (5:00p.m.)**

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.

14 May 2018

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