



## PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

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**Title:** Project Specialist-Relocation

**Reports to:** Director-Project Management

**Salary Range:** \$ 25.75 - \$ 32.25 Hourly; \$ 53,560 - \$ 67,080 Annually. See “Salary and Benefits” for additional details.

**Shift/Schedule:** Full-time, 40 hours per week. Possible flexible weekly work schedule may require occasional evening and weekend work, depending on work load and project needs.

### OUR MISSION STATEMENT

Pierce County Housing Authority provides safe, decent, affordable housing and economic opportunity, free from discrimination.

### PURPOSE OF POSITION

This purpose of this non-union, project-specific, contract position is to perform a variety of duties related to HUD [Section 18 Disposition](#) requirements, including but not limited to resident relocation associated with selling up to 124 Low Income Public Housing (LIPH) units. The estimated job duration is three years, depending on project funding, timeline and completion. Two people may be hired.

The Disposition process involves transitioning households from current Public Housing subsidy to the Housing Choice Voucher program. The selected applicant will perform duties essential to the successful completion of this project, including presenting relocation and housing information to a variety of stakeholders, to ensure a smooth relocation process for residents. Additional duties include educating residents about their relocation requirements, opportunities, tenant rights and tenant responsibilities.

The Project Specialist-Relocation shall perform these responsibilities in service to low-income households and other customers in ways that serve PCHA’s mission.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Responsibilities:

- Work with affected PCHA residents to communicate, plan and execute relocation activities relating to HUD Section 18 Disposition of PCHA properties;
- Arrange relocation activities in accordance with individual needs of residents of affected households, including arranging long or short-term housing, food vouchers, transportation assistance, and other relocation benefits;

- Present project information at resident and/or community meetings and relating to schedule, scope of work and impact of day to day living at the property;
- Develop and maintain working relationships with vendors, contractors, moving companies, utility providers, support agencies and PCHA staff to ensure that relocation efforts are kept on schedule and within budget;
- Respond to and problem-solve emergency relocation issues with vendors, residents and the project team during the execution of a project;
- Communicate resident concerns, issues and questions to fellow Maintenance, Property Management, and Senior team members, and communicate resolutions back to residents;
- Assist with or perform interim and annual HUD recertifications as needed or necessary;
- Prepare reports, as directed, for monthly board meetings or weekly Leadership team meetings;
- Recommend expenditures for inclusion into the agency's budget as needed or necessary;
- Accompany or transport residents to prospective replacement housing units;
- Re-verify relevant information of annual income, family composition, allowable deductions and allowances. Assure complete and accurate information by accepted verification methods;
- Other duties as assigned, necessary or needed.

**Employee accountability:**

- Present a professional image as a representative of PCHA;
- Establish and maintain effective professional working relationships and communications with co-workers, management, partner agencies, and the community;
- Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules;
- Maintain a high degree of confidentiality relative to work performed;
- Demonstrate responsibility for assignments and work load.

**Diversity:**

PCHA's staff, its residents, clients, and community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation, gender identity, age and disability. PCHA considers this diversity to be an important asset. All PCHA employees must engage diverse people in culturally competent and effective ways as supervisor, colleague, business partner, and/or service provider.

**POSITION REQUIREMENTS AND QUALIFICATIONS**

**Educational level and experience:**

- Associate's degree or equivalent experience. Absence of college or university diploma will not disqualify applicants for consideration;
- Two or more years related work experience, preferably in social services or housing delivery with families and/or elderly or disabled persons. Real estate, including property management, will be considered relevant experience;
- Housing Authority and Affordable Housing provider experience preferred;
- In place of the above requirements, the incumbent may possess a combination of relevant education and experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**Knowledge, skills and abilities:**

- Possess or acquire and maintain a high level of expertise in current and evolving principles and practices in the following areas;
- Experience with the challenges and needs of the physically, mentally, socially and economically disadvantaged community members;
- Methods and techniques of conflict resolution;
- Knowledge of federal conventional and leased housing regulations;
- Knowledge of housing options, community resources and services for low income families, the elderly, and persons with disabilities preferred;
- Ability to research and cultivate the availability of comparable housing options for relocation;
- Thorough knowledge of federal, state, fair housing and local landlord/tenant laws;
- Ability to interface with co-workers, management, clients, community partners, and others in a courteous and professional manner;
- Able to communicate effectively both verbally, and in writing using correct English usage, grammar, spelling, punctuation and vocabulary. Second language preferred;
- Capable of managing competing demands and meeting productivity standards while handling frequent changes, delays, and unexpected events;
- Possess skills to organize and work independently in an environment of frequent interruptions;
- Exhibit expertise in the design and maintenance of paper and digital systems to organize, store and retrieve records, data and documents;
- Ability to engage a wide variety of people with a high level of professionalism, courtesy, patience and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
- Show a strong commitment to maintain confidentiality in all assignments as directed;
- Possess a high degree of proficiency in Microsoft Office products, including Word, Excel, and Outlook and otherwise to be effective without close clerical support;
- Experience with, or ability to learn and navigate, Yardi Voyager property management software;
- Demonstrate a high level of commitment to internal and external client service.

**Certification/Registrations:**

This position calls for occasional use of a PCHA vehicle or regularly driving a personal vehicle on company business. The selected applicant must have and maintain a valid driver's license with acceptable driving record and auto insurance. Use of personal vehicle will be reimbursed by PCHA.

Must consent to and pass criminal record background check in accordance with position requirements including, but not limited to, HUD guidelines.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environments described here are representative of those that an employee must handle to successfully perform the essential functions of this job. The job's activities occur primarily in indoor office settings, but will also include site visits to homes and businesses.

- Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools or controls; Reaching with hands and arms, climbing stairs, balancing, stooping, kneeling, crouching or crawling, talking or hearing;
- Occasionally lifting and/or moving up to 25 pounds;
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus; While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

### Salary & Benefits

- Salary range of this position: \$ 25.75 - \$ 32.25 Hourly; \$ 53,560 - \$ 67,080 annually;
- Leave Benefits include:
  - Generous incremental accrual of sick and annual leave starting at date of hire;
  - 11 paid statutory holidays;
- A comprehensive, zero to nominal cost health care benefits package for employee and dependents: includes:
  - Medical, dental and vision insurance;
  - Life and long-term disability insurance plans;
  - Employee Assistance Program (EAP);
- Up to 6% match to Washington State Deferred Compensation Program retirement savings plan;
- PERS retirement benefits may be available once vested, depending on prior work history or length of tenure at PCHA.
- Flexible weekly work schedule negotiable, dependent on project needs, schedule and timelines.

### Equal Opportunity

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

### Application Requirements and Process

- Submit both a cover letter and a resume. Cover letter and resume should address how your experience, education and training qualifies you to perform the essential functions listed above.
- Email cover letter and resume as attachments to [HumanResources@pchawa.org](mailto:HumanResources@pchawa.org) with SUBJECT Line of *"Housing Specialist-Relocation – Your Last Name, Your First Name"*  
OR mail to:  
Sean McKenna, Director-Project Management  
Pierce County Housing Authority  
603 Polk Street South  
Tacoma, WA 9844
- Questions may be addressed to:  
Sean McKenna: [smckenna@pchawa.org](mailto:smckenna@pchawa.org); 253.620.5450
- **DUE DATE:** Priority consideration for application materials (cover letter and resume) received on or before **November 28, 2022** and then open until filled.

**Note:**

Job responsibilities may include other duties not listed above. This job description does not constitute an employment agreement between PCHA and the employee. PCHA may change the job duties if necessary or useful to meet its needs. This is a project-specific position subject to HUD's approval of the disposition application and ongoing funding for this project. Estimated project duration is three years.