

# OPEN RECRUITMENT

## **Job Announcement**

July 8, 2020



**Position Title:** Section 3 Coordinator  
**Department:** Procurement  
**Annual Salary:** Negotiable

**NOTE:** To apply for this position, you must download the FWHS application form [here](#), fill it out and return it.

### **SUMMARY:**

Under the general direction of the Director of Procurement, the Section 3 Coordinator will have primary responsibility for

- Monitoring and ensuring compliance with FWHS's Section 3 plan and applicable HUD regulations; and
- Working with all FWHS departments, contractors, subcontractors, Section 3 business owners, members of the community, residents, and Resident leadership groups to coordinate and monitor all activities that contribute to Section 3 compliance. Duties and responsibilities include but are not limited to the following:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Monitor, document and coordinate all FWHS efforts to meet HUD's Section 3 requirements; monitor and coordinate all departmental Section 3 efforts to establish one point of contact and responsibility for implementing FWHS's Section 3 Plan;
2. Document all activities undertaken by FWHS to comply with the Section 3 Plan to ensure files and data support FWHS compliance with Section 3 requirements;
3. Prepare and submit to HUD all Section 3 Summary Reports (form HUD-60002) in a timely manner and maintain all copies of submissions and supporting documents for audit purposes. For reports that require multiple department input, take the lead in requesting information and collecting reports from departments, and compiling and submitting the report to HUD;
4. Educate and assist contractors and vendors about requirements of FWHS and HUD Section 3 policy at pre-bid meetings and pre-performance meetings;
5. Develop, maintain and distribute potential and current FWHS contractors a current list of eligible Section 3 business and residents interested in employment, including job skills, qualifications, and education, and notify them of the systems that FWHS has in place to facilitate the hiring of qualified Section 3 residents;
6. Assist with reviewing Section 3 Compliance Plans and Section 3 Business Concern Certifications prior to award of contracts. Assess submitted plans and certifications to determine if points or preference should be provided to the contractor; Monitor contractor and subcontractor compliance with section 3 goals for applicable contracts, including collection and review of all contractor and subcontractor monitoring and compliance reports as outlined in FWHS's Section 3 Plan; making a final determination whether the contractor and/or subcontractor met all Section 3 requirements, and notifying the Procurement and Development departments of compliance status;
7. Coordinate with Job Developer to best prepare residents for hire on Section 3 job sites and other employment opportunities; coordinate with interagency staff regarding availability of FWHS outreach, training programs, and outside agency collaboration for resident employment;
8. Research, prepare, and coordinate all responses to outside independent auditors on FWHS's Section 3



Program and Reports; address complaints submitted to FWHS regarding compliance with Section 3 requirements in a timely manner in accordance with FWHS's Section 3 Policy;



9. Research, prepare, and coordinate all responses to outside independent auditors on FWHS's Section 3 Program and Reports; address complaints submitted to FWHS regarding compliance with Section 3 requirements in a timely manner in accordance with FWHS's Section 3 Policy;
10. Address complaints received by HUD in a timely manner in accordance with the 30 and 60 day deadlines for responding to HUD in 24 CFR 135.76;
11. Fully and promptly cooperate with HUD in Section 3 compliance and complaint reviews and investigations (HUD may sanction PHAs for non-compliance); ensure FWHS staff does not intimidate or retaliate against any person or business that has made a complaint;
12. Keep abreast of HUD Section 3 requirements, including attending technical workshops and other sessions and provide summaries, updates, suggestions, best practices, and procedural changes to interagency staff and FWHS contractors based on new or updated regulations;
13. Performs other related duties as assigned and/or required.

## **BEHAVIORAL COMPETENCIES:**

*This position requires the incumbent to exhibit the following behavioral competencies:*

*Problem Solving:* Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

*Customer Service:* Understands that all FWHS employees have external and/or internal customers that they provide services and information to; honors all of the agency's commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service.

*Interpersonal Skills:* Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; establishes rapport when working with others.

*Teamwork:* Cooperates with others to accomplish common goals; works with employees within and across their department to achieve shared goals; treats other with dignity and respect and maintains friendly demeanor; values the contributions of others.

*Results Orientation:* Consistently delivers required agency results; sets and achieves achievable, consistently complies with quality standards and meets deadlines; maintains focus on Agency goals.

*Accountability:* Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a



commitment to delivering on their public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.



***Professionalism:*** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Job Competencies:***

- Knowledge of federal rules and regulations as they apply to Section 3 and job placement.
- Above average analytical skills.
- Excellent written and oral skills and be able to communicate with diverse populations.
- Ability to handle confidential and sensitive matters professionally.
- Comprehensive knowledge of general office practices and procedures, business English and basic mathematics;
- Maintain comprehensive knowledge of MS Office Suite to create document, develop spreadsheets, databases, and presentation materials;
- Ability to meet established deadlines;
- Excellent communication and interpersonal skills;
- Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and other employees;
- Ability to complete complex and detailed tasks in a timely manner;
- Ability to plan and prioritize duties;

### **EDUCATION AND/OR EXPERIENCE:**

Prefer Bachelor's degree from an accredited college or University majoring in counseling, human resource management, business administration or related field plus 5 years' experience in a position with housing authority agencies or similar entity. Education and experience may be substituted for the four year college degree requirement.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the agency's fleet auto insurance.

### **TECHNICAL SKILLS:**

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, Excel, PowerPoint, and Outlook, and be capable of using internet resources for





research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

Subject to completion of any applicable probationary period, and supervisor approval, this position is eligible for telework on a part-time basis.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

