



Lake County Housing Authority has an immediate opening for a:

**Housing Quality Standards Specialist**

Under the direction of the Housing Choice Voucher Supervisor, the Housing Quality Standards Specialist will perform specific tasks at the professional level relating to conducting initial, renewal, move-out and special inspections of rental units in accordance with Housing Quality Standards and Authority policies and determine required and recommended repairs and will perform other specific tasks at the professional level relating to the planning and execution of a Housing Choice Voucher rent subsidy program for low and moderate income persons.

**Main responsibilities include:**

1. Schedule and perform initial, annual, special and vacated unit housing inspections; ensure proper condition of units including compliance with Federal, State, and local building, health and safety codes; prepare a detailed unit inspection record on a hand-held inspection machine which describes the repair or rehabilitation requirements necessary to bring the property up to an acceptable condition; download inspection information on to the HMS Inspection Report.
2. Inspects physical condition and structural soundness of buildings to determine the feasibility for Section 8; makes re-inspections when units require repairs and/or installation of equipment in order to meet the required standards; completes inspection booklets; certifies units in compliance with established standards.
3. Makes contact with prospective landlords and Realtors in order to secure standard housing for the Housing Choice Voucher residents.
4. Stops or fails any portion of Assisted Housing Program units should violations occur which are life threatening and/or not in compliance with preset standards.
5. Verifies resident complaints of landlords' non-compliance of lease agreements and landlord complaints of residents' non-compliance of lease agreements.
6. Makes home visits as scheduled or as required.
7. Determines rent reasonableness using three comparables from the private rental market and negotiates rental rates with property owner.

### **Education and Experience:**

1. Graduation with a college degree in business or a related field.
2. Considerable progressively responsible experience of five years or more in real estate appraisal or sales, building maintenance supervision, construction, or clerical account keeping work involving considerable public contact.
3. Or any equivalent combination of training and experience that will meet the required knowledge, skills, and abilities.

### **Special Requirements:**

1. Possession of a valid State of Illinois motor vehicle operator's license.
2. Must respect and certify that any and all information is to be accurate and not disseminated to anyone other than the Department of Housing and Urban Development.
3. Must be able to work on-site.
4. Must have extensive knowledge of local, state, and national life safety and building codes.
5. Must be able to read and interpret blueprints and building specifications.
6. Must be willing and able to work flexible hours.

Please send resumes to:  
Lake County Housing Authority - Human Resources  
33928 North US Highway 45  
Grayslake, IL 60030  
[recruitment@lakecountyha.org](mailto:recruitment@lakecountyha.org)  
FAX: 847-223-7910  
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

