



# JOB POSTING

**Date: June 22, 2020**

**Position: HCV Inspector**

**Location: Panama City Housing Authority**

**Position Details:**

Under the supervision of the HCV Coordinator, the position of the HCV Inspector will be responsible for conducting HCV inspections following HUD guidelines. All inspectors are required to complete the provided classroom, online and field training and must pass the final HCV certification exam within the first 90 days.

1. Conducting all types of inspections: Initial, annual, re-inspections, complaint and follow up.
2. Collect and transmit data using a hand-held device/tablet.
3. Schedule inspection information for upcoming work load.
4. Complete and submit required documents and reports.

**Qualifications:**

1. Excellent interpersonal skills.
2. Moderate to excellent computer ability
3. Organized with excellent follow up skills
4. Current driver's license with safe driving record. Must be available to drive during all working hours.
5. Knowledge and sound practice of the Fair Housing Act.
6. Ability to work productively in a variety of working conditions and environments.
7. Establish, maintain, and promote effective working relationships with peers, residents and landlords.
8. General knowledge of Public Housing and HCV programs is a plus!

**Physical requirements:**

Moderate work: Must be able to walk 2-5 miles per day, climb stairs, bend, and stoop, observation in all levels of lighting.

We are looking for someone that is forward thinking. Someone who embraces technology and uses it to progress in good business practices. An energetic and "hands on" attitude is a must.

Interested and motivated individuals should forward their resume to: [info@panamacityhousing.org](mailto:info@panamacityhousing.org)