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## Job Description

**Job Title:** Section 3 Coordinator  
**JD#:** RS9  
**Department:** RESIDENT SERVICES  
**Reports To:** Assistant Director of Resident Services  
**FLSA Status:** Exempt  
**Approved Date:** 2021

### JOB SUMMARY

Responsible for coordinating the Authority's resident employment efforts by working with all Authority departments; developers; construction contractors and subcontractors; service provider contractors; tenant associations; and residents of public and assisted housing.

### ESSENTIAL FUNCTIONS

#### Essential Duties and Responsibilities

*The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.*

1. Certifies individuals as Section 3 according to HUD standards and regulations, based on their household income by collecting data supplied by the applicant.
2. Identifies and certifies businesses as Section 3 qualified according to HUD standards and regulations, based on the data submitted by owners.
3. Develops a network of public and private sector businesses that Authority will partner with to train and employ residents and create resident-owned businesses. Assists contractors, managers and public officials as required with program efforts.
4. Maintains a database of Section 3 residents by documenting their income, work experience, education, and interests.
5. Reviews bids, RFPs and RFQs submitted for work projects. Ensures that the bids and requests include the required Section 3 and MWBE plans relative to the project and evaluates such plans.
6. Attends pre-bid and pre-proposal meetings. Explains the MWBE and Section 3 polices and goals at the meetings and provides related information for the submission of bids and proposals.

7. Reviews and updates Section 3 forms at least once a year to include new HUD income guidelines.
  8. Reviews and revises the Section 3 Administrative policy as needed in order to ensure that the Authority is administering the program as approved by the Board of Commissioners (BOC).
  9. Provides Section 3 information for the Authority website that includes the Section 3 business application, the current list of Section 3 businesses, the monthly activity report, the resident application, and the Administrative policy.
  10. Provides technical assistance to Section 3 and MWBE businesses, (e.g., how they can bid on jobs) and offers resources in response to questions such as the establishment of their business.
  11. Responds to inquiries regarding Section 3 and sends applications as requested.
  12. Provides information to residents about job opportunities by email, flyers, meetings, in person.
  13. Markets the Section 3 and MWBE programs to the general public through meetings, mailings, flyers, newsletters, and the website.
  14. Coordinates special projects designed to inform residents and interested parties of the Section 3 Program and other employment opportunities.
  15. Participates in community/business resource meetings and meets with residents to provide Section 3 information.
  16. Provides Section 3 training for residents and businesses.
  17. Ensure compliance with Section 3 based on Authority's Section 3 and MWBE Policy and HUD regulations by monitoring and tracking contractor performance.
  18. Meets with contractors regarding performance and compliance with the Section 3 and MWBE policy.
  19. Sends out requests for monthly Section 3 and MWBE reports from partners.
  20. Prepares monthly reports detailing activity and status of compliance and non-compliance as well as Section 3 Annual Summary Report (Form HUD 60002) and all other required reports in a timely manner.
  21. Makes presentations to the Board of Commissioners and Executive and Senior staff regarding the status of Section 3 and MWBE compliance.
  22. Serves as the Authority's representative in presentations before contractors, residents, and other organizations on Section 3 activities.
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23. Participates in professional development by attending industry related conferences, workshops, and trainings, attends national Section 3 conferences.

### **SUPERVISORY RESPONSIBILITIES**

The employee receives directions from the Assistant Director of Resident Services. Courses of action, deadlines and priorities are established by policy, procedure, rule, regulation, or the supervisor depending upon the assignment. Normal duty assignments are performed by the employee based on his/her own judgment. The employee has no supervisory responsibility.

### **QUALIFICATIONS AND COMPETENCIES**

#### **Behavioral Competencies**

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

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### **Job Competencies**

1. Knowledge of and experience in the use of contracting procedures, cost contracts and monitoring and assessment.
2. Detail oriented.
3. Ability to design, implement and manage programs.
4. Skills in analysis and evaluation of internal controls and management procedures.
5. Able to work independently and objectively, and exercise independent judgment.
6. Ability to work successfully with diverse groups and interests.
7. Familiarity with Federal regulations governing resident training and employment.
8. Ability to evaluate data and maintain records.
9. Knowledge of and experience in construction industry.
10. Ability to maintain professionalism under pressures and tensions related to multiple demands.
11. Knowledge of basic mathematics.
12. Skilled in organizing activities, programs, and events.
13. Ability to make presentations, interview individuals and analyze assessments.
14. Ability to prepare reports and analyze data.
15. Ability to communicate effectively, both verbal and written.
16. Ability to interact with individuals' multicultural backgrounds.
17. Ability to understand federal regulations and follow the requirements of the program.
18. Must be able to maintain punctuality and attendance as scheduled.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree with major coursework in social work, adult education, business administration or social services. Five (5) years of experience in a government, construction, or social service setting addressing issues of employment and training resources is preferred.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in an office environment with occasional travel to meetings. The incumbent frequently uses standard office equipment including personal computers, telephone, and related equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate. Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

## **CONTACTS**

The employee has contact with a broad range of individuals including co-workers, residents, business owners, community leaders, and other professional colleagues and Authority partners. Personal contacts serve multiple purposes including giving or exchanging information, making decisions, providing services, influencing, resolving problems, motivating, justifying, and negotiating.

## **OTHER REQUIREMENTS**

1. Must possess a valid driver's license.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document

restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**EMPLOYEE SIGNATURE**

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**DATE**

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**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**