

August 31, 2021

**INFORMATION DATA SPECIALIST
CAREER OPPORTUNITY**

Lorain Metropolitan Housing Authority is accepting applications for the position of Information Data Specialist.

The Information Data Specialist manages and maintains all HUD-related databases and assists the MIS Coordinator in maintaining and improving a multi-server network.

Minimum starting salary of \$47,599.50 excellent benefits including health and life insurance, Ohio Public Employees Retirement System participation, vacation and sick leave. Minimum requirements include Associates Degree in computer-related field plus three (3) years of experience as a Microsoft Certified Network Administrator or equivalent combination of relevant experience and education. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Please visit our website to download the application packet. Email the completed packet to jobs@lmha.org or mail it to LMHA, Human Resources Specialist, 1600 Kansas Ave., Lorain, OH 44052. Applications accepted until position is filled.

Website:

<http://www.lmha.org/about-lmha/employment-opportunities/>

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY

Lorain Metropolitan Housing Authority

Classification Description

Classification Title: Information Data Specialist
Department: COCC
Reports To: Executive Director or Designee

Grade: 8
FLSA Status: Exempt

General Statement of Job

The Information Data Specialist manages and maintains all HUD-related databases and assists the MIS Coordinator in maintaining and improving a multi-server network. 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.

Essential Duties and Responsibilities

Primary Duties:

Uploads weekly HUD Form 50058 data for Public Housing and Housing Choice Voucher Program departments, ADHOC Reports, and troubleshoots errors

Responsible for maintaining and updating development, building, and unit data in HUD's PIH Information Center (PIC)

Communicates with Cleveland HUD Field Office personnel to request and confirm changes of status (e.g., dwelling, non-dwelling, merged, disposed, demolished, etc.) for units and buildings in PIC

Troubleshoots computer end-user problems with LMHA's PHA software

Troubleshoots problems end users experience with computers, laptops, and peripheral equipment

Performs month-end process (transactions, statements, processing URPs, etc.) for PHA, S8N and HCVP fraud statements

Sets up new computers and peripheral equipment for end users throughout LMHA administrative locations

Repairs and reformats old or virus-infected computers

Set up employees with login IDs, emails, payroll service login IDs, etc. and maintains name changes in the system

Responsible for setting up, maintaining and recertifying LMHA users in HUD's Earned Income Verification (EIV) system

Responsible for researching and updating monthly Occupancy Spreadsheet

Creates and implements new Microsoft Word templates and modify existing templates, as needed

Updates LMHA's informational PowerPoint Presentation in the lobby

Assists in maintaining the LMHA website

Problem solves and corrects issues in Tenant Accounts Receivables (TARs)

Maintains computer equipment inventory

Maintains range and refrigerator inventory

Secondary Duties:

Fills in on a temporary basis for various accounting and administrative personnel and the MIS Coordinator, as needed

Obtains quotes for products (e.g., printers, headsets, cartridges, etc.) as requested by MIS Coordinator

Performs other related duties as required

Education, Experience, and Licenses

Associate's Degree in computer-related field plus three (3) years of experience as a Microsoft Certified Network Administrator or equivalent combination of relevant experience and education.

Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Knowledge, Skills, and Abilities

Ability to pass job-related LMHA tests, as required

Must pass drug/alcohol screen, employment reference and criminal history background check

Must be proficient in Microsoft Word, Excel and Outlook

Must possess the knowledge, skills and abilities to fulfill the essential functions of the job

Ability to become proficient in LMHA computer software

Ability to read, interpret and implement HUD regulations and guidance related to the job

Ability to develop an understanding of the processes in various departments

Ability to explain policies and/or procedures to others to help them understand

Ability to solve problems on a daily basis

Ability to work with a diverse population

Ability to pay attention to detail and work accurately on a consistent basis

Possess mental acuity to make rational decisions through sound logic and deductive processes

Ability to communicate effectively with the HUD personnel, general public, vendors and coworkers

Requires excellent internal and external customer service skills

Requires a high degree of motivation and self-direction

Ability to maintain confidentiality

Ability to speak, read, and/or write Spanish a plus, but not required

Physical Demands/Work Environment

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch or twist; finger, grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds, up to 20 pounds frequently. The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area. Work is performed in a typical office environment with occasional exposure to dirt, dust and outdoor temperatures.

While installing or servicing computers, peripheral equipment, phones, etc., the employee may be frequently exposed to outdoor temperatures or dirt and dust and will be required to frequently ascend/descend stairs, walk, balance, crouch, crawl, kneel, stoop, twist and stand. The employee will also be required to frequently grasp, finger, handle, pull, push, reach for, and lift objects.

ADA/EEO Compliance

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Indicate all languages you speak, read and/or write:

LANGUAGE(S)	FLUENT	GOOD	FAIR
SPEAK:			
READ:			
WRITE:			

List professional references:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES.

Government contractors are subject to 38 USC2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era and Section 503 of the Rehabilitation Act of 1983, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below:

_____ Disabled Individual _____ Disabled Veteran _____ Vietnam Era Veteran

Signed: _____

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin. If no employment experience, please write "NONE" in Block 1. Use additional paper, if necessary and attach your resume.

If you are currently employed and do not want us to contact your current employer, please indicate here.

_____ Do not contact my current employer listed in #1 below.

1. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
Job Title:	Hourly Rate/Salary	
Supervisor:	Starting:	
Reason for Leaving:	Final:	
2. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
Job Title:	Hourly Rate/Salary	
Supervisor:	Starting:	
Reason for Leaving:	Final:	
3. Employer:	Dates Employed From:	Work Performed
Phone:		
Address:	To:	
Job Title:	Hourly Rate/Salary	
Supervisor:	Starting:	
Reason for Leaving:	Final:	

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

EDUCATION:

	High School	College University	Graduate Professional
School Name			
Years Completed			
Diploma/Degree Earned		Did you Graduate? Circle Yes or No (Specify Degree earned: Associate's, Bachelor's, Master's, Doctorate).	Did you Graduate? Circle Yes or No
Course of Study			

List any professional affiliations, licenses, certifications, awards and/or other diplomas.

DRUG FREE WORKPLACE

Lorain Metropolitan Housing Authority is a drug free workplace and utilizes testing as a means of detecting substance abuse. Alcohol and drug abuse will not be tolerated in the workplace and its presence can result in the termination of an employee. Testing can occur during a periodic physical examination, systematic random testing without notice, or as a result of observations of an individual's performance on the job which reveal a "reasonable basis to believe" he/she is under the influence of a controlled substance(s) and/or alcohol. All applicants being considered for employment with the Authority will undergo substance abuse testing.

TRANSITIONAL WORK PROGRAM

In conjunction with the Ohio Bureau of Workers' Compensation, Lorain Metropolitan Housing Authority has adopted the Transitional Work Program sponsored by the Ohio BWC. A transitional work program uses real job duties that accommodate an injured worker's medical restrictions for a specified time period to gradually return the injured worker to their original job. All workers' compensation injuries and illnesses will be considered for entry into the program. The complete policy is available from the Main Office upon request for your review.

PLEASE READ THE BELOW STATEMENTS CAREFULLY BEFORE YOU SIGN AND DATE.

APPLICANT'S ACKNOWLEDGEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time as determined by the Lorain Metropolitan Housing Authority. **The Application may be rejected if the form is incomplete.**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date

"Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violation of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**"

**LORAIN METROPOLITAN HOUSING AUTHORITY
EQUAL OPPORTUNITY EMPLOYER**

