

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. 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.

Minimum starting salary of \$53,185.60. LMHA offers full time employees medical, dental, vision, and life insurance; Retirement plan and 457 deferred compensation plans through OPERS; 10 vacation days from date of hire; 15 sick days, 15 paid holidays, 2 personal days and a self-care day.

Minimum requirements: 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 download the application packet from the website. Completed packets can be emailed to jobs@lmha.org, faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY



LORAIN METROPOLITAN HOUSING AUTHORITY

INFORMATION DATA SPECIALIST

Reports to: Chief Financial Officer
Department: Accounting
Location: 1600 Kansas Avenue
Status: Exempt
Salary Range: \$53,185.60 to \$79,768.00
Pay Grade: 8
Revision: July 2022

General Statement

Summary: 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.

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.

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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.

Qualifications

Education/Experience: 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.

Language Skills: Ability to communicate effectively with staff.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving.

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: 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's driver's license within 14 days of employment.

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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 daily.

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, 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

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

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.

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Work Environment: 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.

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 Americans 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.