



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0581

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**HOUSING PROGRAM REPRESENTATIVE**

GRADE I

**SCOPE OF WORK:**

Individuals in positions assigned this classification are responsible for providing direct, on-site housing assistance services to landlords, tenants, and the public. Representatives promote and coordinate the programs locally and ensure compliance with federal housing programs, including rental assistance, new construction and rehabilitation.

**DUTIES PERFORMED:**

- Provide information, policy interpretation and technical guidance about various federal housing programs to tenants, landlords and the general public.
- Inspect units and property of assisted housing projects.
- Negotiate and certify rent reasonableness to ensure fair market value.
- Execute housing assistance payment contracts.
- Investigate fraud and/or abuse by tenant or landlords.
- Mediate disputes between tenants and landlords.
- Investigate claims for damage, unpaid rent and vacancy loss.
- Conduct statewide Quality Control Inspections and project compliance reviews.
- Conduct audits of financial records or project owners.
- Conduct project-based utility allowance reviews.
- Assist in Housing Assistance Program contract default investigations.
- Assist in evaluating effectiveness of current agency policies and recommend changes to program administrators.
- May direct activities of clerical staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in business administration, public administration or related field and one year related experience. The employing agency, at its discretion, may substitute professional work experience for a formal education requirement. The amount and type of work experience that will be substituted will be defined by the employing agency at the time of recruitment.

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ND Class Specification  
Housing Program Representative

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Eff. Date: 9/92

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Rev: 7/12 – Conversion to Hay System