

**51755 – FSS ADMINISTRATOR
CITY OF PARMA
270 – PUBLIC HOUSING**

JOB SUMMARY

The **FSS Administrator** is responsible for administering the FSS vouchers. The incumbent works under the direct supervision of the Parma Public Housing Program Manager. This position is unclassified (“not classified”) within the Civil Service of the City of Parma.

WORK ACTIVITIES

Administrative Duties

- Acts as a liaison between the applicant, social services, landlords and banks*
- Provides assistance in processing applications for program*
- Conducts interviews with each applicant for program*
- Collects necessary information to determine the eligibility of each applicant*
- Certifies the eligibility of each applicant for the program*
- Maintains each applicant’s file and all the necessary forms required for the program (including filing)*
- Maintains asset account and makes deposits to each account on behalf of applicant*
- Provides and/or arranges transportation for applicants*

Other Duties

- Performs all other related duties as assigned within the Public Housing Agency as designated by the Program Manager*

*Denotes essential job functions

TOOLS AND EQUIPMENT

- Computer
- Fax Machine
- Copy Machine
- Typewriter
- Telephone
- General Office Supplies

JOB CONTEXT

The **FSS Administrator** works a 35 hour week from 8:30 a.m. until 4:30 p.m. which includes one unpaid hour for lunch. This position is full-time with benefits and operates 12 months a year. The **FSS Administrator** will operate office equipment, which requires continuous and repetitive arm, hand and eye movements. The stress level of this position is extremely high.

JOB QUALIFICATIONS

Upon hire, a **FSS Administrator** must have:

- A high school diploma or equivalent
- Two years of general office experience
- Good organizational skills
- Good listening skills
- Basic math skills

After hire, a **FSS Administrator** must have:

- Good interview skills
- Computer and word processing skills within 6 months of training

The salary range for this position is \$22,500.00 to \$41,264.83. The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://www.cityofparma-oh.gov/cityhall/personnel.aspx>.

Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. Applications received after the close of business (4:30p.m.) on Wednesday, September 24, 2014 may not be considered for this vacancy but will be retained for future consideration for a period of two years.

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