

## **Advertisement for Position Opening**

### **Assistant HCV Director**

Murfreesboro Housing Authority seeks an Assistant to the HCV Director to work in the Housing Choice Voucher Program, (HCV). The primary purpose of this position is to work with and assist the HCV Director coordinate and maintain all activities regarding the Section 8 HCV Program. The individual must enjoy working with people, have experience in consultation and interviewing techniques, and be proficient in mathematical calculations. Prefer a Bachelor's Degree and a minimum of two-years experience with HCV programs with the following certifications: Section 8 HCV Executive Management Certification, HCV Financial Management Certification, and HCV Housing Quality Standards Certification. An equivalent combination of education and experience may be considered. The applicant must have strong computer skills (e.g. MS Word, Excel, PowerPoint and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks. Interested applicants should send resume and salary requirements to C.E.O. Murfreesboro Housing Authority, 415 N. Maple Street, Murfreesboro, TN 37130 or e-mail to [trowe@mha-tn.org](mailto:trowe@mha-tn.org). MHA is an EOE.



**Position Description**

<b>Position Title:</b>	Asst. HCV Director	<b>Department:</b>	Section 8
<b>Reports to:</b>	HCV Director	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt	<b>Date Created:</b>	March 2021

**Summary**

The primary purpose of this position is to provide support to the HCV Director and staff in the overall operation of the Authority’s HCV Housing programs, including Housing Choice Voucher (HCV), Mainstream Voucher Program, VASH, Shelter Plus Care(SPC), and any other related programs. The incumbent is responsible for assisting in performing managerial, supervisory, and administrative tasks involved in planning, organizing, coordinating, and directing efforts to provide low-income housing through applicable Authority programs.

All activities must support Murfreesboro Housing Authority’s (“MHA” or “Authority”) mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Maintains SEMAP records throughout the year; submits SEMAP to HUD.
- Conducts quality inspections, as required.
- Balances payments; conducts HAP close-out for HCV on a monthly basis.
- Assist in the planning, management, and monitoring all facets of applicable programs and staff to ensure compliance with, HUD guidelines and regulations, the Authority’s Administrative Plan, federal, state, and local regulations, laws, ordinances, and Authority policies, as required.
- Assist in the planning and supervision of the daily overall activities, documentation, and report submissions of the Authority’s HCV housing programs.
- Assist with the supervision of the the Shelter Plus Care Program to ensure rental assistance availability; produces effective policy, administrative, and management decisions on routine activities in operation of all applicable programs.
- Monitors selection of tenants (e.g., accurate processing of new applicants); verifies compliance with federal requirements concerning selection preferences, etc.
- Prepares contracts for new tenants; conducts new participants briefings on an as needed basis; enters participant data into system; ensures participants and landlords are held accountable to Authority and HUD program rules.
- Monitors Housing Choice Voucher turnover.
- Reviews, interprets, and implements rules, regulations, and legislation pertaining to HCV housing programs and makes changes as needed; monitors overall compliance with HCV rules and regulations pertaining to HQS inspections and rent calculations.
- Prepares outgoing portability paperwork and billings for incoming portability participants, tracks payments, and reconciles monthly.



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- Determines utility allowances and payment standards; analyzes utility rates and other services in developing and maintaining the utility allowance schedules; analyzes budget and rental market trends in developing payment standards.
- Advises housing management staff of changes in policies; assists property managers/landlords and participants in resolving controversies; delivers recommendations to the HCV Program Director and the Executive Director.
- Responds to and submits corrective action plan to HUD for any discrepancies/findings with the program during HUD's review of the following SEMAP, income discrepancies, and Administrative Plan.
- Ensures that appropriate required reports, Board actions, and legal responses required by the Authority and HUD are prepared and presented in a timely manner.
- Assists in the preparation and coordination of the Authority's Housing Choice Voucher annual budget and monitors expenditures during the year.
- Receives and monitors the following reports in PIC: Late annual re-exam, Late HQS Inspections, Rent Calculations, and Reporting Rate.
- Reviews and evaluates data for the Authority's jurisdiction to ensure compliance with HUD regulations for rent reasonableness determination.
- Assist in the preparation and submission of all funding applications for Section 8 Programs and Shelter Plus Care Programs; assists, in writing, grants as required for McKinney Vento funds available; prepares Annual Progress Reports (APR) for one SPC grants annually; maintains spreadsheets on a monthly basis to track participant required services and value of those services; corresponds with participants not receiving services as required to resolve issues.
- Receives all landlord renewal forms; verifies information; distributes forms to appropriate caseworkers.
- Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
- Markets the HCV program to landlords, and apartment complexes to recruit more participation in the program.
- Completes other related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles, techniques and practices of subsidized housing management including organization, management, maintenance, and operation of subsidized units and Housing Choice Voucher program; federal, state, and local housing regulations and operating requirements; and the ability to apply that knowledge to perform the essential functions of the position.
- Thorough knowledge of Housing Choice Voucher eligibility and rent calculation requirements, as



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required by HUD and Housing Quality Standard (HQS) Inspection Program.

- Thorough knowledge of the principles, techniques, and practices of budget development and administration; financial planning, budget planning and analysis; accounting, and the ability to apply that knowledge to perform the essential functions of the position.
- Strong interpersonal, oral, and written communication skills; the ability to effectively communicate and interact with individuals of varying social, cultural, economic, professional, and educational backgrounds including the ability to effectively deal with individuals who may be angry, argumentative, or disagreeable; the ability to act with tact, good judgment, and discretion; and to maintain the confidentiality of matters as appropriate.
- Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, and performance evaluation.
- Ability to accurately and completely document in writing appropriate events and activities.
- Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
- Ability to read and comprehend relatively complex material.
- Ability to identify operational problems and develop effective solutions.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Authority.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to operate appropriate Authority computer equipment and software packages.
- Must be able to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Authority.

## Behavioral Competencies

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

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

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.



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*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.

## **Education and/or Experience**

Bachelor's Degree in business, public administration, or related field from an accredited college university with a minimum of two (2) years experience in housing. An equivalent combination of education and experience may be considered.

Should have the following Certifications: Section 8 HCV Executive Management Certification, HCV Financial Management Certification, HCV Housing Quality Standards Certification. Must be proficient in Rent Calculation, and Eligibility.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

## **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

## **Physical Demands**

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office



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equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

**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.

Office environment. The noise level in the work environment is moderate.

Occasionally encounters varying weather conditions when conducting quality HQS inspections.

**Read and Acknowledged**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**