

**JACKSON HOUSING AUTHORITY
JOB ADVERTISEMENT**

POSITION AVAILABLE: **Director of Rental Assistance (HCV Program)**

BRIEF JOB DESCRIPTION: Direct Housing Choice Voucher (HCV) and admissions program. Reviews all contracts for housing assistance and landlord claims. Prepares and directs preparation of all required departmental reports. Coordinates Section 8 Housing Program admissions, contracts, and lease approvals. Responsible for annual submission of SEMAP, use of the 2-year Tool, and ensures compliance. Ensures non-discrimination in all Authority admissions. Supervises, directs, and evaluates assigned staff. Performs and directs others in interviewing applicants and processing of applications, including verification of income and maintenance of waiting lists and rent range systems; conducts home visits and assesses need for supportive services, including annual reexamination of family composition and income; initiates and directs all admissions; processes interim rent changes, including income verification, rent computations, and mailing of notifications. Actively recruiting and retaining landlords while promoting the benefits of the program throughout the service area.

MINIMUM QUALIFICATIONS: Bachelor's Degree preferably in Business, Social Services or related field required, or five years of knowledgeable public housing operation experience, with proficiency in use of calculator and computer, and above average clerical skills; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Driver's License.

DESIRED/OPTIONAL QUALIFICATIONS: 5 years or more experience with Housing Choice Voucher (HCV) Program (Section 8).

WAGE/HOUR: *Negotiable*

APPLY TO: jcephus@jacksonha.com
[Indeed.com](https://www.indeed.com)

**SELECTED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW
NO PHONE CALLS PLEASE**

EQUAL OPPORTUNITY EMPLOYER