

## CAREER OPPORTUNITY:

**Position:** Director of Housing Choice Voucher Program (HCV)

**Status:** Full-time

**Posting Date:** January 10, 2024    **Closing Date:** Until Filled



### **Summary:**

The Director of Housing Choice Voucher is responsible for the overall day-to-day operations of the Housing Choice Voucher program for the Housing Authority of the City of Lumberton. This position ensures all housing units covered by the program meet HUD and local inspection requirements. Performs a wide range of managerial, supervisory and administrative tasks. Responsible for planning, organizing, coordinating and directing efforts to provide low-income housing through the Agency's leased housing programs. Responsible for performing all phases of SEMAP and other HUD agency scoring systems and other required evaluation systems.

### **Essential Duties and Responsibilities:**

- Plans, directs, manages and monitors all facets of the Agency's Housing Choice Voucher Program and staff to ensure compliance with HUD guidelines and regulations, the Agency's Administrative Plan, federal, state and local regulations, laws, ordinances and Agency policies as required and to achieve the highest possible rating under HUD's Section Eight Management Assessment Program (SEMAP) or other HUD evaluation systems.
- Plans, supervises, and monitors daily overall activities, documentation, and report submissions of the Agency's Section 8 housing programs. Makes effective policy, administrative, and management decisions on routine activities in operation of the programs.
- Monitors Housing Choice Voucher turnover to ensure a sufficient stream of participants are in process to fully utilize the available voucher funding and to maximize program administration fees.
- Reviews, interprets, and implements rules, regulations, and legislation pertaining to HCV and makes changes to Agency policies and procedures as appropriated.
- Monitors overall compliance with rules and regulations pertaining to Housing Quality Standards (NSPIRE) inspections and ensures timely completion of inspections as required.
- Monitors selection of tenants to ensure compliance with federal requirements concerning selection preferences, etc. Works to ensure that participants, tenants, and landlords are held accountable to Agency and HUD program rules.
- Works with the Finance Department, to perform the routine accounting work involved in the processing of HAP check runs and utility reimbursements, cash receipts for repayment agreements from tenants and landlords, posting to the general ledger and tenant ledger and the reimbursement of incoming portability payments to Housing Authorities.

### **Education and Experience:**

Bachelor's degree in Business, Public Administration or a closely related field from an accredited college or university and four (4) years of experience in property management or low-income housing with increasing responsibility in a senior supervisory capacity or an equivalent combination of education, training and experience resulting in the ability to fulfill the essential job duties of the position.

A valid North Carolina driver's license, pre-employment drug screening and background check are required. Must work with the highest degree of confidentiality.

Interested candidates must complete and submit a Housing Authority of the City of Lumberton Application along with a resume. The application may be obtained online at [www.lumbertonhousing.org](http://www.lumbertonhousing.org). -- Applications are also available at the HA CL Administrative Office located at: 407 North Sycamore Street, Lumberton, NC 28358.

*Mail Application/Resume to:* **HA CL Human Resources - Attention: Jenniffer Hunt, PO Drawer 709, Lumberton, NC 28359**

*Application/Resume can also be dropped off at the HA CL Administrative Office located at:* **407 N. Sycamore Street, Lumberton, NC 28358.**

**Complete Job Description and Qualifications can be viewed online at: [www.lumbertonhousing.org](http://www.lumbertonhousing.org)**

**The HA CL is an Equal Opportunity Employer**