



# JOB ANNOUNCEMENT

POSITION: Housing Specialist

DATE: Thursday, August 20, 2020

DEPARTMENT: HCV Program

DEADLINE TO APPLY: Until position is filled

## POSITION SUMMARY:

The primary purpose of this position is to perform administrative tasks supporting TGHA's Housing Choice Voucher Program (HCVP). The incumbent completes annual and interim recertifications in accordance with HUD regulatory requirements and TGHA standard operating procedures. This position ensures quality control in a range of HCV transactions and may recommend adjustments to Housing Assistance Payments, Utility Allowances, HUD Form 50058 submissions, and owner and/or tenant files.

All activities must support The Greenville Housing Authority's ("TGHA" or "Authority") mission, strategic goals, and objectives.

QUALIFICATIONS & EXPERIENCE: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. Acceptable qualifications for this position are:

High school diploma or GED and a minimum of two (2) years of administrative experience supporting the Housing Choice Voucher Program. An equivalent combination of education and experience may be considered.

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.

Must receive HCV Rent Calculations Certification within 12-months of hire.

APPLICATION PROCESS: Please apply by submitting your resume to [employment@tgha.net](mailto:employment@tgha.net). Please no phone calls. [CLICK HERE FOR MORE INFORMATION](#)

*The Housing Authority of the City of Greenville, SC is an Equal Opportunity Employer.*