



# JOB ANNOUNCEMENT

POSITION: HCV Lead Housing Specialist

DATE: Thursday, August 20, 2020

DEPARTMENT: HCV Program

DEADLINE TO APPLY: Until position is filled

## POSITION SUMMARY:

This is a preliminary level supervisory position that performs a variety of duties pertaining to the occupancy, eligibility and on-going operation of the assigned housing programs. Trains and reviews the work of staff engaged in performing housing assistance subsidies and services to ensure effective housing programs. Will maintain a caseload of specialized programs with the Housing Choice Voucher program. Will provide insight and guidance to assigned Housing Specialists on internal processes and assists in ensuring technical compliance with applicable program policy, procedure and regulatory compliance. May conduct quality assurance reviews by reviewing files and reports and make recommendations regarding process and training based on findings. May generate and approve vouchers and Housing Assistance Payment Contracts. The position requires knowledge of HUD Rules and Regulations, SEMAP, and the TGHGA Administrative Plan. Responsible for assigned activities by identifying issues, resolving complaints and general interaction with landlords, clients and stakeholders as required. May participate in the planning of departmental goals, strategizing, and implementation of action plans, performance measures, productivity standards, and program enhancements.

All activities must support The Greenville Housing Authority's ("TGHGA" 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:

Bachelor's Degree in business administration or related field and a minimum of four (4) years of progressively responsible experience with 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.

Certification in HCV Rent Calculations within 12-months of hire date.

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](#)