

Section 8 HCV Manager

The Cleveland Housing Authority (CHA) is seeking a Section 8 HCV Manager with experience in performing management activities for the day-to-day operation of an HCV program serving 208 vouchers and 15 VASH vouchers in its portfolio. These activities include the prompt and appropriate performance of processing applications, determining program eligibility, program briefing/orientation for new voucher holders, all recertification and interim adjustments for current program participants, unit inspections, program lease up, monthly payment processing and all related HUD reporting. Performs other related duties as required.

Degree in property management, business administration or related field required. Bachelor's degree with four (4) years related experience (preferred). The desired experience would be in the property management field with experience in principles and practices of public or assisted housing administration, Section 8/HCV housing programs, practices, and principles as they pertain to rental housing units, public housing laws, and agency rules, regulations, and HCV HQS inspection standards. Position open until filled.

CHA is an EOE.

Send resume and cover letter with salary requirements to:

Executive Director
Cleveland Housing Authority
PO Box 2846
Cleveland, TN 37320-2846

Email: paul@clevelandhousingauthority.org

Housing Choice Voucher Manager

Nature of Work

This is very responsible technical, administrative and supervisory work involving the coordination of all aspects of the Housing Choice Voucher program in accordance with existing HUD regulations and guidelines. Activities associated with the job include responsibility for executing and maintaining housing leases between property owners and residents, calculating rents, maintaining data to support established utility allowances, conducting annual interviews with residents, inspecting residents' units and assisting with the coordination of monthly payments to property owners. Additional responsibilities include contract administration for a project based housing complex, conducting rent reasonableness studies, supervising the activities of the Housing Choice Voucher Occupancy Assistant and coordinating the electronic transmission of various HUD required reports and data. Job responsibilities require strong organizational, interpersonal and decision-making skills, thorough knowledge of the Housing Choice Voucher program regulations, strong accounting and mathematical skills, dedicated attention to detail and the ability to effectively supervise and direct the activities of support staff. Job performance is evaluated by the Executive Director through review of the accuracy and timeliness of required reports and financial transactions, organizational, interpersonal and decision-making skills, knowledge of program rules and regulations and the ability to effectively coordinate all aspects of the Housing Choice Voucher program and direct the activities of support staff. Job duties are also subject to annual independent and HUD audits.

Illustrative Examples of Work

- Receives and processes applications from individuals and families requesting rental assistance.
- Contact's area employers and governmental agencies to establish proof of income and citizenship status.
- Conducts criminal background checks on applicants to determine eligibility for housing assistance.
- Executes housing leases between eligible housing applicants and property owners participating in the rental assistance program.
- Contacts prospective and/or current property owners to negotiate rents and schedule inspections.
- Calculates rental payments and utility allowances in accordance with local fair market rents for various bedroom sizes based upon applicant income.
- Maintains ledgers, files, and other documents in support of program activities.
- Runs initial reports and makes corrections prior to processing rental payments for property owners.
- Transmits electronic reports and data including the 50059 family reports and SEMAP utilizing the HUD PIC system.
- Receives, investigates, and resolves resident and/or landlord issues pertaining to housing conditions, maintenance needs and/or lease violations.
- Conducts briefing sessions for groups of eligible applicants to provide information about rental assistance programs.
- Serves as the contract administrator for a fifty-unit project-based housing complex.
- Assists with the portability of incoming and outgoing families who wish to transfer their vouchers.

- Refers residents and applicants to appropriate community resource programs for assistance when necessary.
- Pursues eviction proceedings for failure to comply with program regulations and/or lease provisions.
- Conducts move-in, annual, and move-out inspections.
- Conducts annual interviews with existing residents and updates resident information as required.
- Organizes and maintains all program required/related records and files.
- Conducts annual rent reasonableness and utility allowance studies.
- Remains current on assisted housing regulations, landlord tenant law and related issues.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with major course work in public or business administration, social services, or related field, preferably supplemented with experience in property inspection and management; experience working with the public; strong organizational, interpersonal and decision making skills; supervisory experience; thorough knowledge of the Housing Choice Voucher program; strong accounting and/or bookkeeping skills; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Thorough knowledge of Housing and Urban Development (HUD) Housing Choice Voucher program regulations and guidelines including SEMAP indicators.
- Thorough knowledge the current Tennessee Landlord/Tenant Law, local housing ordinances, and local housing building codes.
- Thorough knowledge of current HUD Housing Quality Standards (HQS).
- Considerable knowledge of basic accounting procedures and financial record keeping methods and procedures.
- Considerable knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to develop and maintain effective relationships with support staff, residents, service providers and the public.
- Ability to plan and organize daily activities and meet all established deadlines and reporting requirements.
- Ability to accurately and consistently perform basic arithmetic computations.
- Ability to effectively supervise and direct the activities of assigned staff.
- Ability to make independent decisions in accordance with established rules and regulations and to apply these decisions in a fair and consistent manner.
- Ability to maintain detailed financial and narrative records in an organized and accessible manner.
- Ability to perform the physically demanding aspects of the job in all types of weather conditions.
- Ability to express ideas effectively both orally and in writing and make effective group presentations.
- Ability to utilize computer software packages including word processing and spreadsheet applications and housing authority specific software programs.

- Ability to perform the physically demanding aspects of the job in a variety of weather conditions including housing inspections and related activities.
- Skill in the operation of motor vehicles.

Necessary Special Requirements

- Must possess a valid Tennessee driver's license and be insurable by the Cleveland Housing Authority's automobile liability carrier.
- Must be a Certified Assisted Housing Manager or obtain certification within one year of employment.