



## **Housing Choice Voucher Administrator**

*Position specifications are intended to present a description list of the range of duties performed by employees in the position. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To plan, participate and coordinate the activities and operations of the Housing Choice Voucher Program within the Housing Authority; To determine final eligibility of and to assist tenants; To coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a variety of technical tasks and highly responsible and complex staff assistance for the Executive Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from Executive Administrator, and general direction from the Housing Choice Voucher Program Lead. Exercises direct task supervision over technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS**—Essential responsibilities and duties include, but are not limited to, the following:

#### **Essential Functions:**

1. Process and review applications, verify income, determine final eligibility for the Housing Choice Voucher Programs; Determine if housing unit meets program requirements and complete interim and annual re-certification and annual review of tenant eligibility.
2. Provide orientation to the program participants, provide tenant selection, track the eligibility of applicants.
3. Approve and prepare lease agreements and review compliance requirements with participants. Issue, execute and administer contracts with owners. Document violations of tenant contracts, establish contact with tenants late in paying rent or those in non-compliance of program and lease requirements; prepare and institute eviction/termination notices and follow through with evictions/terminations utilizing correct legal process.
4. Coordinate Housing Assistance activities and provide documentation and referrals to other housing divisions, outside agencies and organizations to assist clients with overall needs.
5. Send a variety of notices to clients, answer questions, investigate and take prompt and necessary action to resolve issues and complaints.
6. Perform file maintenance, data entry and report generation; review monthly operating reports and prepare monthly voucher payments.
7. Prepare and submit forms and reports to federal agencies and Housing Authority Commissioners and complete all required documents. Assist with HUD and other agency monitoring visits.
8. Provide housing counseling and educate clients on housing procedures and policy.
9. Attend and participate in professional group meetings; stay abreast of housing assistance and other support programs and new trends and innovations in the field of federal housing programs.
10. Perform related duties and responsibilities as required.

## **QUALIFICATIONS (Knowledge, Skills and Abilities)**

### **Knowledge:**

Operational characteristics, services and activities of a federal housing program; Modern and complex principles and practices of contract, lease and rental agreements; Federal housing program regulations; Principles and practices of budget preparation and control; Principles of supervision, training and performance evaluations; Principles and techniques of property management; Pertinent Federal, State and local laws, codes and regulations.

### **Skills:**

Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted, both within and outside of the authority, in the course of work; Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain ability to observe situations effectively and accurately perceive potential circumstances.

### **Abilities:**

Acquire and maintain comprehensive knowledge of housing program regulation; Interact with people of all backgrounds; Negotiate disputes and differences with owners, tenants, contractors and the general public; Interpret and explain Housing Authority policies and procedures; Prepare clear and concise reports; Operate and use a computer.

## **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of Experience and Training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Four years of increasingly responsible experience in affordable housing or a related field, including two years of administrative and supervisory responsibility.

### **Training:**

Equivalent to a Bachelor degree from an accredited college or university with major course work in business administration, social work or a related field.

## **LICENSE OR CERTIFICATE REQUIREMENTS**

Possession of, or the ability to obtain 1 (one) of the below listed, within twelve months:

- Housing Specialist Certification
- Housing Quality Standards Certification
- Certified Occupancy Specialist Certification

## **WORKING CONDITIONS**

### **Environmental and Physical Conditions:**

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

## **COMPENSATION**

Starting wage: \$18.60

## **APPLICATION PROCESS**

Qualified applicants are encouraged to submit résumé and cover letter to the following email address: [gfhajobs@thegfha.org](mailto:gfhajobs@thegfha.org). Electronic delivery is strongly encouraged, though copies may also be dropped off at the GFHA Main Office, 1405 1st Ave. N., Grand Forks, ATTN: Human Resources. Qualified candidates will be contacted via phone or e-mail.