



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

POST/DISTRIBUTE (Internal & External)

HOUSING CHOICE VOUCHER SPECIALIST

DEPARTMENT/DIVISION: HOUSING CHOICE VOUCHER PROGRAMS

STARTING SALARY: MINIMUM BELOW, PLUS FRINGE BENEFIT PACKAGE

	<u>MINIMUM</u>	<u>MAXIMUM</u>
ANNUAL:	\$28,412.00	\$41,600.00
MONTHLY:	\$2,185.60	\$3,200.00
BI-WEEKLY:	\$1,092.80	\$1,600.00
HOURLY:	\$13.66	\$21.67

APPLICATION DEADLINE: Monday, January 23,2018

STARTING DATE: AS SOON AS POSSIBLE/NEGOTIABLE

POSITION SUMMARY: This is a position responsible for providing assistance in obtaining affordable housing for low income families through a tenant based rental assistance program utilizing Housing Choice Vouchers. Responsible to provide direct contact with HCV participants and Landlords in the provision of information and the assurance that the responsibilities outlined in the Federal regulations and local administrative plan are met by all parties. Major work activities include (1) interviewing applicants and tenants participating in the HCV Program (2) participating in the operations of CHA’s rental assistance programs including leasing and tenant services; and (3) performing quality work to achieve high performance designation for the housing Choice Voucher Program.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: Bachelor’s degree preferred with major course work in business or public administration, education or related field. Requires a minimum of High School diploma or its equivalent and a minimum of two years experience in property management or experience implementing the Housing Choice Voucher Program. Preference given for experience with low income housing management, or 3 years experience or training in business or public administration, general management, accounting, finance or social services. Must have a minimum of 2 years experience with computers and software. Must have obtained or possess the ability to obtain HCV Specialist Certification. Must be bondable, insurable and able to pass a pre-employment drug screen and background check. Must be able to travel overnight. Must have or obtain a current Missouri driver’s license. Must be able to obtain and/or maintain a bank account.

**A COPY OF THE COMPLETE POSITION DESCRIPTION IS ATTACHED.
PLEASE CONTACT CHA’S FRONT DESK FOR AN APPLICATION FOR EMPLOYMENT.
INDIVIDUALS NEEDING AN A.D.A. ACCOMMODATION TO APPLY MAY CALL 573.443.2556 x1120;
TTY USERS CALL (800) 735-2966**

**THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI
IS AN EQUAL OPPORTUNITY EMPLOYER**



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Position Description

Housing Choice Voucher Specialist

REPORTS TO: Director, Housing Operation Programs

SUMMARY OF POSITION: This position provides assistance in obtaining affordable housing for low income families through a tenant based rental assistance program utilizing vouchers. It involves direct contact with HCV participants and landlords in the provision of information and the assurance that responsibilities outlined in the federal regulations and local administrative plan are met by all parties.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

Explains program requirements to participants through briefing sessions, either individually or in a group setting.

Verifies family composition and income and determines appropriate tenant rent, utility assistance and housing assistance payment.

Issues voucher to participant.

Counsels landlords regarding the HCV program and the responsibilities of the Authority, participant, and landlord.

Approves the lease and appropriate rent after reviewing fair market rents and rent reasonableness survey.

Completes program forms and reports as required.

Ensures that all move-in, move-out and annual inspections are performed.

Performs annual re-certification of program participants.

Ensures compliance with federal regulations associated with the HCV Program, and compliance with regulations covering other rental assistance programs as assigned.

Initiates and monitors Repayment Plan in cooperation with the Finance office.

Prepares correspondence to landlords and participants.

Performs related work as assigned by the Director of Housing Programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of counseling and problem solving techniques.

Must be able to communicate well, both orally and in writing, with CHA staff, residents, landlords and the general public.

Knowledge of the practices, procedures and policies of CHA and Federal regulations governing the provision and oversight of the HCV program.

Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the framework of policies and procedures.

Ability to utilize computer hardware and software required to meet the general responsibilities of the position.

Ability to make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Required: high school diploma or its equivalent; Preferred: bachelor's degree in social service, business or public administration.

Must have a minimum of two years' experience in property management, preferably low income housing management or three years' experience and training in business or public administration, general management, accounting, finance or social services.

A minimum of two years of experience with computers and software systems.

SPECIAL REQUIREMENTS:

Must be bondable and insurable.

Must have or obtain a valid Missouri driver's license.

Must attain Housing Choice Voucher Specialist certification within one year of employment.

Must be willing to travel overnight a minimum of 15 days annually for training or attendance at conferences/workshops.

Must be able to obtain and maintain a bank account.

Must be able to pass a pre-employment drug screen.

Must be able to pass a background check.

Employee

Date