

Huron Housing and Redevelopment Commission  
HCV Program Manager

Hours: Full-time, 40 hours per week, non-exempt position.  
Typical hours are 8am to 5pm, Monday through Friday with a one-hour lunch from 12-1.

Salary: To be determined based on education and experience.  
Benefits include: Paid Time Off, Paid Vacation, Paid Holidays, and SIMPLE Retirement Plan.

Reports to: Executive Director

Supervises: None

Job Summary: Performs all related case management and reporting associated with the Housing Authority's Housing Choice Voucher program. Administers the Security Deposit Assistance Program.

ESSENTIAL JOB FUNCTIONS:

1. Processes applications and information received and determines applicant's eligibility for the Section 8 program. Maintains waiting list and processes eligible households.
2. Verifies income, assets, medical and other expenses utilizing EIV, third party verifications, etc. Enters data in computer utilizing Housing Pro Software.
3. Arranges for and conducts briefings that explain the rules and regulations to applicants explaining the program in terms they understand to ensure compliance with program rules.
4. Schedules Housing Quality Standards (HQS) inspections and advises landlords of deficiencies.
5. Performs annual reexaminations as well as computing any interim rent changes.
6. Processes requests for Portability (both in and out).
7. Ensures accurate and timely housing assistance payments (HAP) to landlords.
8. Establishes, maintains, and updates various logs, books, spreadsheets, files, and forms related to the orderly maintenance of records. Promptly and accurately maintains all file documentation.
9. Resolves program abuse allegations. Investigates fraud as necessary or directed. Issues program warnings or notice of termination as warranted. Prepares informal hearing information and represents the Housing Authority at informal hearings and reviews. Terminates HAP contracts as warranted.
10. Work closely with the Executive Director and Bookkeeper to complete all accounting regarding the HCV program funding, financials, and audits.
11. Submits all 50058's, MTCS, PIC, VMS and landlord 1099's.
12. Assists and advises Director with Administrative Plan and policies, SEMAP, Annual Plan, Utility Allowances, and monitors PIH notices.
13. Communicates and collaborates with outside agencies, community members, and landlords.
14. Attends meetings as necessary or required. Updates the board of commissioners on a monthly basis.
15. Completes all work according to established Housing Authority procedures.

KNOWLEDGE SKILLS AND ABILITIES:

1. Detailed working knowledge of rental assistance, affordable housing programs, fair housing practices, program rules and regulations, local, and state, and federal housing laws.
2. The ability to read and understand technical documentation such as federal housing regulations and associated policies and procedures.
3. The ability to perform and understand basic mathematical calculations such as addition, subtraction, fractions, and percentages.

4. Proven written and verbal communication and interpersonal skills, as well as desire to assist those in need with a patient, pleasant, and personable nature.
5. Ability to work well under stressful conditions.
6. Reasonable knowledge of the community, social and economic resources available to low income and elderly individuals, with particular emphasis on resources as they apply to housing.
7. Proven skill using computers with emphasis on Housing Pro and Microsoft Office.
8. Ability to learn and follow regulations, policies, and procedures.
9. Ability to maintain confidentiality of tenants, landlords, and the housing authority. Ability to work harmoniously with other employees in a team-oriented office.
10. Ability to work with diverse populations and families of all ages and abilities in a professional manner. Knowledge of a second language helpful but not required.
11. Ability to prioritize tasks and work under minimal direction.
12. Effective telephone skills.
13. Familiarity with filing systems and standard business machines such as copiers, scanners, fax machines, calculators, typewriter, computer equipment, and telephone systems.
14. Must be prompt, dependable, and reliable.
15. Must be capable of performing light lifting and climbing stairs.

**EXPERIENCE AND EDUCATION:**

1. College degree preferred. High School Diploma required.
2. Satisfactory combination of education, training, or experience that provides the required knowledge, skills, and abilities may be acceptable.
3. A passing score on a certification examination may be a condition of continued employment in this position. Continuing and ongoing training is required.

*A resume and cover letter must be submitted to be considered for hire. The Housing Authority complies with all federal guidelines and regulations by providing equal access to employment, service, and programs.*