



GARDNER HOUSING AUTHORITY

116 Church Street
Gardner, Massachusetts 01440

PROGRAM ADMINISTRATOR HOUSING CHOICE VOUCHER PROGRAM (SECTION8)

DEFINITION/PURPOSE

Gardner Housing Authority (GHA) is a public agency operating for the benefit of all citizens. This responsible position involves the administration, coordination, and management of approximately 110 Housing Choice Vouchers using governmental standards and regulations. The incumbent shall adhere to GHA's mission and goals.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.

- To be familiar with and keep abreast of laws, regulations, policies, and procedures pertaining to state and federally funded rental assistance programs administered by GHA. Attend training sessions when needed.
- Maintains a caseload of approximately 110 Housing Choice Vouchers in compliance with HUD regulations.
- Tenant Intake/Outreach: answer inquiries, explain the programs and waitlist, assist applicants with the completion of program documents, etc.
- Voucher Issuance, conduct online and in-person briefings, determining participant eligibility, leasing, move-outs, rent calculations for lease ups, recertifications and renewals and/or interim reexaminations process tenant files and update/submit information according to HUD regulations.
- Negotiate with landlords for comparable rents, obtain letters of compliance as required; conduct unit inspections, complete and review leases, and contracts, ensuring they are executed in a timely manner.
- Enforce program provisions: including drafting and conducting informal conferences, issuing termination notices, etc.
- Prepare administrative and financial reports for Executive Director and/or HUD auditors by collecting, analyzing, and summarizing data. Submit such data to external and/or internal reporting systems.
- Performs other duties, as required.


MINIMUM QUALIFICATIONS AND EXPERIENCE

- 3-5 years' experience in the Housing Choice Voucher Program or in other housing programs. Income-based social service agency history a plus.
- Knowledge of housing practices, federal or state assistance programs, preferred. Knowledge in housing software programs, preferred.
- Ability to work with people and families of various ages, abilities, and socio-economic backgrounds. Ability to communicate effectively both orally and in writing. Ability to be organized, meet deadlines, and work independently. Ability to speak multiple languages a plus.

Interested Candidates should forward cover letter and resume to:

Krishonna Murray, Gardner Housing Authority Executive Director kmurray@gardnerha.com

Gardner Housing Authority provides reasonable accommodations to persons with disabilities.

 Gardner Housing Authority is an Equal Employment Opportunity employer.