

**FRANKLIN COUNTY HOUSING AUTHORITY  
SECTION 8 MANAGER**

**Definition:**

The Section 8 Coordinator is responsible for the management and efficient operation of the Section 8 Housing Choice Voucher Program in accordance with the procedures of the housing authority and federal regulations. The position involves technical and administrative work of a moderately complex nature related to county-wide rental assistance programs. Work involves responsibility for a variety of functions including intake, review of applications, determining eligibility, income verification, annual reexaminations, inspection of housing units to determine if they meet federal guidelines, and the preparation of correspondence and reports as required. Work may also include initial outreach to prospective families and contact with rental property owners. Work is performed with considerable independence subject to review by the Executive Director through conferences, a review of reports and the evaluation of program results and regular supervisory meetings.

**Examples of Work Performed:**

Provide supervision of activities of subordinate staff to ensure effective program operations. Perform the full range of supervisory activities, including but not limited to, assigning and coordinating work, acting on employee problems, and hiring, promoting, developing, disciplining and rewarding employees.

Manage and efficiently administer the Housing Choice Voucher Program within the policies and regulations set forth by the Department of Housing and Urban Development and the housing authority.

Execute housing assistance payment contracts between the property owner and housing authority and releases monthly payments to the property owner.

Counsel prospective residents and rental property owners regarding the requirements of the program.

Supervise and participate in interviewing applicants for the program to determine eligibility and calculate rents.

Annually prepare and submit all data associated with the Section 8 Management Assessment Program (SEMAP). Ongoing evaluation, assessment and implementation of program requirements to ensure all SEMAP indicators are achieved to obtain High Performer Status.

Assist in the collection, analysis, and evaluation of statistical data for use in planning and monitoring the Housing Choice Voucher Program.

Supervise the annual reexamination of residents to determine income, family composition and other pertinent data, and adjusts rent if required.

Maintain files, lists, and logs necessary to efficiently administer the program.

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### **Examples of Work Performed: (continued)**

Supervise and participate in the inspection of existing rental units to determine if they qualify for the Housing Choice Voucher Program according to guidelines of the regulating agencies of the government, currently meeting Housing Quality Standards.

Assist prospective residents in locating a qualified unit.

Familiarize families with their rights and obligations under current landlord-resident laws and the agreements of the lease.

Prepare and submit periodic and special reports as required by regulating agencies of government and the housing authority.

Read, study and interpret all program changes and assists staff in implementing such changes. Review and revise Housing Choice Voucher Administrative Plan annually. Review and revise Housing Authority forms when necessary.

Renew the Family Self-Sufficiency annual grant through Grants.gov and prepare logic model update. Conduct quarterly assessment of FSS program progress for the logic model goals. Initiate changes in the plan activities to meet established goals as needed to ensure success of the program.

In collaboration with the executive director, seek other funding opportunities through grant submission.

Prepare the annual budget for the administrative function. Must have an understanding of the establishment of a budget and how it pertains to potential expenditures, revenue and other programmatic issues.

Submit tenant records to PIC for the Housing Choice Voucher Program on a monthly basis. Resolve errors in the submission to assure 100% reporting rate. Run monthly reports to ensure compliance with all PIC reporting requirements.

Effectively communicate Section 8 program challenges and concerns to the Section 8 staff and executive director, working cooperatively to resolve problems.

Effectively communicate to subordinates, coworkers, landlords and the community providing immediate feedback and direction. Make decisions and resolve issues and concerns by being aware of the impact on the organization as a whole.

Establish and maintain positive relations with other agencies, property owners, landlords, and tenants.

Perform related work as required.

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### **Knowledges, Skills, and Abilities:**

Strong interpersonal and teamwork skills are required.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to schedule, supervise and provide leadership for the work and training of subordinates.

Knowledge of the regulatory government agency rules, regulations and procedures that pertain to the Housing Choice Voucher Program.

Knowledge of laws pertaining to landlord-resident relationships.

Ability to interpret and implement laws, regulations, and procedures relating to the Housing Choice Voucher Program.

Ability to effectively coordinate and supervise the various activities related to the Housing Choice Voucher Program.

Ability to establish and maintain effective working relationships with administrative officials, co-workers, residents, other agencies and the general public.

Ability to plan, organize, and supervise the management of housing authority records and reports.

Effectively establish and monitor annual operating budget demonstrating an elementary understanding of accounting principles.

Ability to perform arithmetic calculations such as the adding and subtracting of whole numbers and decimals; and multiplying and dividing by two or more digit whole numbers or decimal multipliers or dividers.

### **Experience and Training:**

Three (3) years experience in supervising or performing tasks associated with the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency;

OR

One (1) year as an Assistant Property Manager or Assistant Section 8 Coordinator;

OR

Two (2) years as a Management Aide.