



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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Position: Project-Based Voucher/Low-Income Housing Tax Credit Specialist
(PBV/LIHTC Specialist)

Reports To: Director of Affordable Housing Operations

Salary: \$41,600 - \$58,240 annually

Position Range: E

Position Overview:

The PBV & LIHTC Specialist supports low-income families in accessing affordable housing through the Project-Based Voucher and LIHTC program. This role involves working with participants and the Affordable Housing Operations Manager to ensure compliance with federal regulations and local policies, handling documentation, and maintaining accurate records.

Key Responsibilities:

- Explain program requirements to participants via briefings and individual sessions.
- Verify eligibility, income, and family composition for initial and ongoing eligibility.
- Assist with compliance audits.
- Manage annual recertifications and ensure ongoing program compliance.
- Assist with tenant documentation during ongoing occupancy and renovation processes.
- Coordinate with Affordable Housing Operations Manager on Tax Credit compliance and reporting.
- Assist in preparing documents for inspections and addressing compliance issues.
- Manage tenant files in Housing Management Software (HMS) and File Vision systems.
- Ensure timely lease renewals and compliance with program timelines.

Required Knowledge, Skills & Abilities:

- Strong communication and problem-solving skills.
- Knowledge of PBV & LIHTC program policies and federal housing regulations.
- Ability to manage multiple tasks and priorities independently.
- Experience with property management or case management (2+ years).
- Proficiency in computer systems and housing management software.

Education and Experience:

- **Required:** High school diploma or equivalent.
- **Preferred:** Bachelor's degree in social services or related field.
- **Required:** 2+ years of experience in property management, case management, or housing assistance programs.

Special Requirements:

- Valid Missouri driver's license or ability to obtain one.
- Ability to obtain PBV & LIHTC Specialist certification within one year.
- Occasional travel for training (up to 15 days annually).
- Successful pre-employment drug screening and background check.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

Employee

Date