



# Housing Authority of the City of Columbia, Missouri

## Human Resources

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201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

**Position:** Housing Choice Voucher Specialist

**Reports To:** Director of Housing Choice Voucher Operations

**Salary:** \$20.00 - \$28.00 hourly (\$41,600 - \$58,240 annually)

**Position Range:** E

### **Position Overview:**

This position is 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.

### **Key Responsibilities:**

- 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.



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### **Required Knowledge, Skills, and Abilities: (continued)**

- Ability to utilize computer hardware and software required to meet the general responsibilities of the position.
- Ability to make mathematic computations with speed and accuracy.

### **Education and Experience:**

- High school diploma or its equivalent
- Bachelor's degree in social service, business, or public administration or a related field is preferred
- 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 is preferred.
- Experience with computers and software systems.

### **Special Requirements:**

- Must have or be able to obtain Housing Choice Voucher Specialist certification within one year of employment.
- Occasional travel for training
- Must be able to obtain and maintain a bank account for payroll purposes.
- 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.

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Employee Signature

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Date