



**location**  
147 s. main avenue  
warrenton or 97146

**mailing**  
po box 1149  
warrenton or 97146

office 503-861-0119  
fax 503-861-0220

toll free 1-888-887-4990  
tdd 1-800-927-9275

[www.nwoha.org](http://www.nwoha.org)

## **HCV Manager & PBV Program Administrator**

Starting Salary: **\$3,924 - \$5,007** per month plus benefits, DOE

Closing Date: Noon, Friday, August 23, 2019

### **Position Status: Non-exempt**

This position supervises the Certification Specialist functions and applications functions of the Housing Choice Voucher (HCV) Program. In addition, this position is a specialist in the administrative work coordinating the Project Based Voucher (PBV) program including policy development, contract management and supervision of the program. This position ensures compliance with federal, state, local and agency rules and regulations and supervises all staff involved in voucher administration functions, with emphasis on the Certification Specialist positions.

### **Qualifications - Education and Experience:**

OPTION #1: Bachelor's degree PLUS two (2) years of paid work experience in public housing, property management or subsidized housing with demonstrated increase in responsibilities.

OR:

OPTION #2: AA Degree or equivalent education, PLUS four (4) years of paid work experience in a field such as public housing, property management or subsidized housing experience, with demonstrated increase in responsibilities.

OR: OPTION #3: A minimum of six (6) years of paid related work experience in a field such as public housing, property management or subsidized housing experience which includes at least one (1) year of paid lead or supervisory experience in public housing, housing property management or a subsidized housing environment during such employment.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- HUD Section 8 or Housing Choice Voucher Management, or Tax Credit Regulations and Oregon State Landlord Tenant Law;
- Business/professional experience;
- Diversity issues;
- Frail elderly, disability and low-income issues;
- Customer service and quality assurance methodologies;
- Assisting in the development of policies and procedures;

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- Developing and monitoring budgets;
- Collecting and compiling data, preparation and report presentation;
- Reading, understanding and applying Personnel Policies and union contracts;
- Work independently in a non-structured setting with minimal supervision;
- Manage time and tasks efficiently with limited supervision;
- Train, supervise, and evaluate employees;
- Prepare comprehensive reports;
- Develop forms and maintain historical record of documents;
- Audit work of others to ensure accuracy and completeness;
- Work professionally with co-workers, clients, landlords, social service agencies, HUD employees and the public;
- Speak and understand English and follow oral and written directions;
- Develop and apply training modules;
- Perform basic math skills including addition, subtraction, multiplication, division, fractions and percentages;
- Proficiently use computer programs (Outlook, Word, Excel, Access and specialized software programs);
- Develop letters, memoranda, reports, leases and legal papers using grammatically correct English
- Focus on details;
- Drive a vehicle.

## **LICENSES AND OTHER REQUIREMENTS**

- Valid Oregon State Driver's license or ability to obtain one within 60 days and good driving record;
- Nan McKay or equivalent Certification in Section 8 Management required, or ability to obtain certification within 12 months;
- Fair Housing Certification or ability to obtain one within 90 days.

Candidates shall not have a felony criminal conviction; successful candidates will be subject to a criminal background check and drug test.