

POSITION POSTING

Position Title: HOUSING CHOICE VOUCHER SPECIALIST

Posting Date: February 23, 2023, until filled

Salary Range: \$33,280.00 to \$44,598.00 based on experience and skill set

Point of contact: Pancea Lewis
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Nature of Work

This is responsible technical and administrative work assisting with the coordination of the Housing Choice Voucher program in accordance with existing HUD regulations and guidelines for the Sumter Housing Authority. Activities associated with the job include assisting with executing and maintaining leases between property owners and residents, calculating rents, maintaining data to support established utility allowances, conducting annual and interim interviews with residents, and assisting with the coordination of monthly payments to property owners. Additional responsibilities include assisting with rent reasonableness studies and assisting with the electronic transmission of various HUD required reports and data. Job responsibilities require strong organizational, interpersonal, and decision-making skills, ability to apply the program as described in the Administrative Plan, rules and regulations, strong accounting and mathematical skills and dedicated attention to detail. Job performance is evaluated through review of the accuracy and timeliness of required reports and financial transactions, organizational, interpersonal, and decision-making skills, knowledge of program rules and regulations and level of administrative and accounting support provided for the Housing Choice Voucher program. Job duties are also subject to annual independent and HUD (SEMAP) audits.

Necessary Requirements of Work

Graduation from an accredited two-year college or university with an A.A Degree in public or business administration, social services or related field, preferably supplemented with experience in property management; experience working with individuals from a variety of socio-economic backgrounds; strong organizational, interpersonal and decision making skills; considerable knowledge of the Housing Choice Voucher program; strong accounting and/or bookkeeping skills; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

Ability to understand the Housing and Urban Development (HUD) Housing Choice Voucher program regulations and guidelines including SEMAP criteria and indicators, MTCS and PIC reporting requirements and the Voucher Management System regulations. Knowledge of the current South Carolina Landlord/Tenant Law, local housing ordinances and local housing building codes with knowledge and ability to apply to current HUD Housing Quality Standards (HQS). Ability to read and apply the Sumter Housing Authority Administrative Plan governing the Housing Choice Voucher program addressing the methods and practices utilized to determine fair market rents and utility allowances. Ability to make appropriate and timely decisions in accordance with established rules and regulations and to apply these decisions in a fair and consistent manner, and to develop and maintain effective relationships with support staff, residents, property owners, service providers and the public.

Ability and knowledge of acceptable accounting practices and methods including the use of internal controls, receipt and disbursement of funds, reconciliation of accounts, accurately and consistently perform basic arithmetic computations etc. with acceptable grammatical form and practices utilized for correspondence, memoranda, reports, etc. -Ability to plan and organize daily activities and meet all established deadlines and reporting requirements. Comfort with programs in Office 365.