

Economic Improvement Council, Inc.
Job Description: Section 8 Housing

Job Title: Housing Director

Supervisor: Executive Director

Working Hours: Monday through Friday, 8:00 am - 5:00 pm (Normally)

Work Station: Edenton Administrative Office

Duties and Responsibilities:

1. Responsible for the management and monitoring of the Section 8 Housing Program.
2. Interpret Federal regulations and changes applicable to operating the Section 8 Program and ensuring that changes are carried through to the incorporation into the Lindsey Software System.
3. Approve or authorize approval of housing assistance payments and contracts.
4. Prepare and submit HUD required Five Year and Annual Plan timely in accordance with regulations following Board approval.
5. Maintain and update the Administrative Plan as necessary to incorporate HUD regulations and procedural changes following Board approval when required.
6. Prepare or ensure that the monthly, quarterly, or annual reports are prepared as required by HUD including the Voucher Management System, Enterprise Income Verification System, & PIH information Center or others as regulations require.
7. Monitor SEMAP reports and prepare the annual SEMAP submission.
8. Ensure that HUD required quality control checks of operations, tenant files, and inspections are done.
9. Prepare the annual budget and revisions as needed.
10. Monitor administrative expenses to ensure that the program operates within budget.
11. Oversee requisition of materials and supplies, approve purchase orders, and payment vouchers.
12. Review and interpret regulation changes that impact both the administrative fees earned and annual contribution contracts for housing assistance payments. Perform projections of impact on the program operations and budget as needed.
13. Represent the Section 8 Program in Board meetings, public relations, and community affairs.
14. Ensure that effective tenant and landlord relationships are maintained.
15. Coordinate with other agency programs to provide a comprehensive plan of services or referrals to low income families served by our agency.
16. Other duties as deemed necessary.

Desirable Skills and Qualifications

1. Possess strong management and leadership skills.
2. Ability to interpret, apply, implement, and follow program rules and regulations as applicable with a committed interest in serving low income families in a compassionate manner.

3. Possess computer skills to effectively operate data entry, excel, and other required database programs as needed.
4. Have basic knowledge of general office equipment.
5. Have strong math skills with the ability to assess, project, and apply applicable math formulas for the determination of budgets, client eligibility, and housing assistance in a number of scenarios.
6. Have the ability to work well and communicate effectively both orally and through written documentation in a courteous, professional manner with tenants, owners, and community programs from a diverse population.
7. Ability to multi-task and prioritize assigned duties with minimal supervision in a timely manner in accordance with regulatory requirements.

Education and Experience:

Preferred a Bachelor's Degree in Business Administration, Accounting, Social Work, or a related field with a minimum of two years' experience. Must be able to obtain Occupancy and Inspector certification