

**Posted:** 12/20/22

**Category:** Administrative

**Title:** Section 8 Administrator

**Location:** Newton Housing Authority  
82 Lincoln Street  
Newton Highlands, MA 02461

**Summary:** The Newton Housing Authority seeks an experienced Section 8 Administrator for leadership and management of up to 441 Housing Choice Vouchers funded by U.S. Department of Housing & Urban Development (HUD).

This is a full-time position, Monday through Friday, 9:00am - 5:00pm.

**Job Description:**

- Supervise the Program Review Assistant in obtaining necessary documentation for completion of annual and interim income reviews for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 Portability-In program.
- Supervise the Program Review Assistant in performing income, asset, and deduction calculations for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 portability-in program.
- Process the lease renewals and annual and interim recertifications for the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 portability-in program, including coordination of annual and new move HQS inspections.
- Process billing information and Housing Assistance Payments for Port-In and Port-Out Section 8 tenants.
- Prepare briefing materials and perform briefing meetings for new Section 8 voucher holders.
- Process new admissions and new moves for active Section 8 voucher holders, as well as changes in ownership of Section 8 units.
- Prepare and update annual payment standards recommendations and utility allowance charts.

- Prepare monthly recertification and change lists, HAP hold lists, monthly program status reports, Section 8 utilization reports, HAP distribution summary reports, and other reports as required.
- Prepare and submit SEMAP certification reports.
- Negotiate rents with Section 8 landlords, determine if unit meets rent reasonable standard.
- Coordinate rent reasonableness evaluations and assist Rental Housing Coordinator with annual flat rent determination.
- Coordinate with Executive Director and Authority attorneys regarding program terminations.
- Coordinate with Finance Department and Authority fee accountant on direct deposit process, HAP check disbursement, and VMS reporting.
- Perform other duties as required.
- Attend internal and external meetings and trainings as required.

**Requirements:** Bachelor Degree with 5 or more years of experience with Sec.8 HCV and/or Public Housing. Supervisory experience is preferred. Excellent written and verbal communication skills with the ability to work independently required. Experience with PHA Network and the Massachusetts Centralized Waiting List is a plus. Certification as a Public Housing Manager from a HUD approved organization is desired.

**Salary:** \$70,000 - \$73,000 based on experience and education

**Instructions:** Please forward resume and cover letter to Beatrice Flores at [bflores@newtonhousing.org](mailto:bflores@newtonhousing.org) or by mail to Newton Housing Authority, 82 Lincoln Street, Newton Highlands, MA 02461. No phone calls please. NHA is an Equal Opportunity Employer.