

MILTON HOUSING AUTHORITY

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Joseph Duffy - Chair

Robert Powers – Vice Chair

Lee Cary – Treasurer

Marilyn Morgan - Member

Earl Fay – Executive Director

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Section 8 Administrator

Summary

Milton Housing Authority is seeking an administrative professional with at least 5 years of experience in a similar position, with a working knowledge of Section 8 Programs. The Section 8 Administrator will be responsible for running all facets of the day-to-day programmatic requirements, including but not limited to HCV, MRVP, VASH, and Mainstream vouchers. The incumbent will need to perform the essential job functions satisfactorily and with great diligence across all Section 8 programs. A successful candidate will have well established skill sets including the ability to organize, prioritize, and is well versed in HUD regulations.

Salary: \$68,000 - \$72,000

Essential Duties and Responsibilities

Waitlist

- Determines whether applicant meets eligibility requirements.
- Selects applicants from waitlists as needed and maintains documentation.
- Works with the centralized waitlist for data entry, applicant updates, and reporting.
- Conducts briefings with new voucher holders.

Initial, Annual, and Interim Certification

- Conducts initial annual and interim certification reviews of family composition, income, assets, and deductions as related to each program.
- Notifies residents and landlords in writing of changes.
- Maintains all client records within the software and physical file folders.

Inspections

- Works with inspectors to ensure that Housing Quality Standards are adhered to throughout the section 8 programs.
- Enters inspection data to software and maintains all files.

Moves/Portability

- Coordinate and process Request for Tenancy Approval requests to move and/or port to another unit, location, or authority.

Rent Increase Requests

- Review and process Rent Reasonable Determinations to maintain compliance with current HUD regulatory requirements.
- May need to negotiate with landlords.
- Ensure consistency and accuracy in revised HAP agreements, leases, and file documents.

Landlord and Voucher Holder Relations

- Answers resident and landlord inquiries and provides information on status of rent and mediates problems between tenants and owners.
- Establishes and maintains excellent working relationships with participants, voucher holders, and landlords.
- Issues and approves HAP payments to landlords monthly, process monthly direct deposits, direct deposit adjustments, checks, and check adjustments.

Required Skills and Qualifications:

- Excellent customer service skills and ability to interact effectively with diverse individuals.
- Meticulous with strong organizational skills to manage complex caseloads.
- Excellent written and verbal communication skills.
- Exceptional time management, ability to prioritize, and plan effectively.
- Ability to work independently and as part of a team.
- Knowledge of HUD and Authority policies, procedures, and practices preferred.
- Able to establish and maintain effective working relationships with other employees.
- Ability to solve problems with creative and individualized approaches.
- Knowledge of community resources and/or how to obtain them.
- Ability to draft reports, complete forms, compose letters, and effectively communicate with all people in various communication styles.
- Ability to take initiative and work with minimal supervision.
- Knowledge of general office practices and procedures, business English, and basic arithmetic.
- Knowledge of, and experience with, basic computer skills.
- Experience with maintaining confidential records.
- Performs other duties as assigned by the Executive Director including but not limited to annual reporting, audit preparation and other tasks as needed.

Reports to the Executive Director.

This position is full-time with a flexible morning start time.

Employees have all federal and state holidays off.

Health and dental plan available.

Participate in Town of Milton's Contributory Pension Plan.