

## **Section 8 Program Administrator**

The Gardner Housing Authority is accepting applications for a skilled and experienced Section 8 Program Administrator. Working under the general supervision of the Executive Director, the individual will be responsible for the administration, coordination and management of approximately 110 Housing Choice Vouchers. Duties include strong data entry and general accounting skills, Centralized Waiting List management, eligibility determination, briefing, voucher issuance, all income re-certifications, HQS inspections, HAP processing, landlord/tenant relations and HUD submissions. Experience with PHA Web software is a plus. Requirements: 5 to 7+ years' responsible experience managing the Housing Choice Voucher program, knowledge of HUD rules and regulations, knowledge of MS Word and Excel, as well as excellent organizational and communication skills. Ability to effectively communicate with a wide range of personality types is mandatory. A valid driver's license and ability to attend out of town trainings is also required. Successfully passing Criminal Offender Record Information (CORI) is a condition of employment.

*Please forward a letter of interest and resume  
By March 20, 2018 to:*

**Search Committee  
Gardner Housing Authority  
116 Church Street  
Gardner, MA 01440  
Equal Opportunity – Affirmative Action Employer**