

Waltham Housing Authority
110 POND STREET
WALTHAM, MASSACHUSETTS 02451-4505

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John F. Gollinger
Executive Director

10/20/23

Administrative
Section 8 Administrator
Waltham Housing Authority
110 Pond Street
Waltham MA 02451

The Waltham Housing Authority seeks an experienced Section 8 Administrator for leadership and management to up to 455 Housing Choice Vouchers funded by U.S. Department of Housing & Urban Development (HUD).

This is a full-time position, Monday, Tuesday and Wednesday 8am-4:30 pm Thursday 8:00a.-5:30 pm, Friday 8am-12 pm.

- Supervise and participate with the Section 8 Coordinator 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 and participate 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, annual and interim recertification for the Authority's Section 8 housing choice voucher program, and Section 8 portability-in portability-out 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 materials and perform briefings 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 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 Sect 8 Coordinator with annual flat rent determination.
- Coordinate with Executive Director, Assistant Executive Director and Operations Manager 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.

Public Housing. Supervisory experience is preferred. Excellent written and verbal communication skills with the ability to work independently required. Experience with PHA WEB and the Massachusetts Centralized Waiting List is a plus. Certification as a Master MPHA or Public Housing Manager from a HUD, MA NAHRO or any approved organization is desired.

\$70,000 - \$75,000 based on experience and education

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 WEB and the Massachusetts Centralized Waiting List is a plus. Certification as a Master MPHA or Public Housing Manager from a HUD, MA NAHRO or any approved organization is desired.

Submit Cover letters and resumes to bhubacheck@walhouse.org or by mail to Waltham Housing Authority, 110 Pond Street Waltham MA 02451. **No phone calls please.** WHA is an Equal Opportunity Employer.