

Employer: Newton Housing Authority  
82 Lincoln Street  
Newton Highlands, MA 02461

Title: Section 8 Administrator

Posted 11/18/20

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.

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. This position is to remain open until filled.

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

Location: Newton Housing Authority

Instructions: Please forward resume and letter of interest to Beatrice Rios at [Brios@newtonhousing.org](mailto:Brios@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.