



# Alexander City Housing Authority

*Serving Needs & Providing Opportunities*

## VACANCY ANNOUNCEMENT

### HCV Manager

## Alexander City Housing Authority

2110 County Road

Alexander City, AL 35010

\$52,305(\$25.15/hr.) - \$62,441 (\$30.02/hr.)

#### **Summary of Job Duties**

The HCV Manager is responsible for the day-to-day operations of the HCV Programs. Some of the major duties are taking applications, signs vouchers, handles public relations with concerned agencies and landlords, performs inspections (including the 5 percent supervisory inspections), performs certifications and re-certifications of participants, and prepares various HCV reports. Responsible for the operation and management of the HUD Housing Choice Voucher program for Tallapoosa County; budgetary responsibilities for assigned department; supervision of the Intake Support Specialist and Housing Inspector; and compliance with all related governmental, HUD, and Housing Authority directives, policies, and procedures.

#### **Minimum Qualifications**

Bachelor's degree in business administration, public administration, or related field and a minimum of 5 years of experience in public and/or multi-family housing, with a minimum of 3 years in leading a major program in a supervisory capacity. An equivalent combination of education and experience may be considered. Must possess a valid state issued driver's license and be insurable under the Authority's plan.

#### **How to Apply**

Interested individuals should submit cover letter and resume to [admin2@alexcityhousing.org](mailto:admin2@alexcityhousing.org), or HR Manager, 2110 County Road, Alexander City, AL 35010. Application forms available via the website [www.alexcityhousing.org](http://www.alexcityhousing.org).

Announced: February 15, 2024

Closing: Open until filled. Application review will begin immediately



# Alexander City Housing Authority

2110 County Road  
Alexander City, AL 35010

## POSITION DESCRIPTION

Position Title:	<i>HCV Manager</i>	Department:	<i>HCVP</i>
Reports to:	<i>Executive Director</i>	Approved By:	<i>Executive Director</i>
FLSA Status:	<i>Exempt</i>	Approved Date:	<i>02/15/2024</i>

### Position Summary

The HCV Manager is responsible for the day-to-day operations of the HCV Programs. Some of the major duties are taking applications, signs vouchers, handles public relations with concerned agencies and landlords, performs inspections (including the 5 percent supervisory inspections), performs certifications and re-certifications of participants, and prepares various HCV reports. Responsible for the operation and management of the HUD Housing Choice Voucher program for Tallapoosa County; budgetary responsibilities for assigned department; supervision of the Intake Support Specialist and Housing Inspector; and compliance with all related governmental, HUD, and Housing Authority directives, policies, and procedures.

### Essential Duties and Responsibilities

The statements contained here reflects general duties as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

- Determines eligibility for housing assistance in accordance with established HUD and Housing Authority directives, policies, and procedures; perform certification duties to fill available vouchers and briefs participants in their role as HCV participants. Issues vouchers and oversees all rental activities including, but not limited to, tenant briefings and orientation, move-in and move-out, transfers, portability, waiting lists, preferences, and continued program participation and eligibility.
- Enforces provisions of the HAP contract, PHA policies and grievance procedures, and assists in or initiates eviction action when appropriate; negotiates with property owners on behalf of participants to ensure rent reasonableness and Fair Market Rent (FMR) requirements; conducts annual re-examinations including re-certification of resident's income and family composition for continued assistance.
- Ensures housing units meet HUD guidelines and requirements; performs at least 5% HQC inspections annually and monitors the Housing Inspector for quality work; ensures rental properties meet the required HQS and HUD regulations, and that requirements are being followed; prepares inspection sheets for the Housing Inspector for initial inspections and re-inspections of units.
- Assumes responsibility for the accurate and timely performance of budgetary functions; assists with the preparation of the annual budget including the analysis of needs of the HCV Program in conjunction with the Executive Director and the Financial Manager; fiscal responsibility and controls for approved budgets of assigned areas of responsibility; computes program rents, authorizes and processes HAP payments, maintains HAP registers; ensures compliance with purchasing procedures and approval processes; prepares year-end reports including 1099s.

- Manages the work of assigned staff and housing inspector; plans, directs, and coordinates related activities of the Intake Support Specialist and the Housing Inspector; sets goals and standards for expected performance; monitors employee performance against set goals expectations; completes employee performance appraisals on time; resolves employee complaints and issues; provides employee disciplinary action as needed.
- Responsible for acquiring and maintaining knowledge and expertise in the use of information technology as it relates to the position, and ensuring the security and confidentiality of information; maintains skills and knowledge of related computer software and programs used in daily functions; maintains files and records in accordance with HUD regulations and Housing Authority procedures; inputs, maintains, and assures accuracy of related information in data programs, including but not limited to, SACS, IMS/PIC, and EIV; ensures security and confidentiality of all information is maintained in files and on the computer.
- Responsible for establishing and maintaining effective communication, coordination, and working relations with landlords, assigned staff, other ACHA personnel, management, residents, and regulatory agencies; regular communication with FSS staff regarding pertinent changes in tenants enrolled in the Family Self-Sufficiency programs; ensures requests, questions, concerns, or complaints are promptly and courteously resolved; ensures management is appropriately informed of area activities and of any significant problems.
- Prepares and analyzes ACHA, HUD, and other related reports accurately and timely; ensures compliance with all related HUD and Housing Authority directives, policies, and procedures.
- Responsible for the annual submission of the SEMAP report to HUD and maintains a score of 90% or higher. Exercises discretion and independent judgment in the performance of assigned duties and responsibilities.
- Attends Agency meetings as requested. Attends approved seminars and professional conferences. Obtains webinar training and re-certifications as required.
- Performs other duties as assigned.

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## Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Provides clear and effective direction in setting the course of action for the department and employees. Fosters respect all individuals and show a personal commitment to creating a hospitable and welcoming work environment for all. Demonstrating knowledge of current trends and practices in the housing industry and making informed, strategic decisions based on said knowledge. Actively seeks innovative ideas and practices to implement within the organization.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve

them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work.

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

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### ***Education and/or Experience***

Bachelor's degree in business administration, public administration, or related field and a minimum of 5 years of experience in public and/or multi-family housing, with a minimum of 3 years in leading a major program in a supervisory capacity. An equivalent combination of education and experience may be considered. Must possess a valid state issued driver's license and be insurable under the Authority's plan.

### ***Technical Skills***

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must possess accurate data entry and typing skills. Must have the ability to learn other computer software programs as required by assigned tasks.

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### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

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**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate.

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist ACHA in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*This job description has been reviewed by me. My signature indicates that I understand and agree to the requirements for this position, and I have received a copy of this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name