



Lake County Housing Authority has an immediate opening for a:

Assistant Director of HCV

Under the supervision of the Director of HCV, the Assistant Director of HCV is responsible for coordinating and directing activities applicable to the Housing Choice Voucher (HCV)/Section 8 program. The Assistant Director will oversee day-to-day on-going HCV responsibilities, including certifications and re-certifications for eligibility. Additional responsibilities include reviews of participant/applicant files to determine the accuracy of income reported and determining whether findings warrant additional actions per policy, such as a Repayment Agreement, termination of participate or prosecution. Computes any amounts owed to the Authority and actively pursues the collection of such monies. The Assistant Director works closely with the Certification Specialists, the Collection Specialists, the Housing Quality Standard Specialists, and administrative staff as well as the Office of the Inspector General to investigate all suspected instances of unreported income as well as reports of possible criminal circumstances relating to household members. This position also includes handling of inquiries, paperwork and managing the daily activities in the Zion office. Work requires considerable knowledge of applicable federal rules and regulations of the housing assistance programs. Direct supervision is exercised over some of the HCV/Section 8 staff. At all times maintains a respectful and helpful attitude toward all tenants, applicants, other staff and the general public.

Main Responsibilities Include:

1. Under the direction of the Director of HCV, plans, organizes and supervises all activities and functions of the HCV/Section 8 housing program; promotes and markets the program; assists to write and update the administrative plan; supervises and assists in preparing required HUD reports.
2. Reads and interprets HUD regulations, notices, policies, procedures and memos relating to the operation and management of the HCV/Section 8 program; disseminates information to home owners, landlords, and tenants; informs subordinate staff members of new regulations and/or changes in current regulation, and ensures that they are implemented and applied in the performance of duties.
3. Maintains the caseload of the Certification Specialist; Distributes names of program participants to be re-certified among appropriate Certification Specialists to schedule annual re-cert interviews. Must conduct monthly reviews to make sure annual certifications were completed on time.
4. Maintains the caseload of the Housing Quality Standards Specialist; Distributes names of program participants that require an annual inspection.
5. Conducts monthly reviews to make sure annual inspections were completed on time.
6. Maintains liaison with participants and landlords; resolves complaints; works closely with social and civic organizations in making assistance available to their clients; speaks to groups of interested individuals.
7. Determines Family Contribution to contract rent and established amount of housing assistance payments and schedule periodic re- examination of family income for purposes of re-determination of contributions and assistance payments.

8. Conducts investigations based on unauthorized occupancy and unreported income and terminates participants as applicable.
9. Presents findings at termination hearings and evictions on behalf of Authority.
10. Conducts internal audits to insure program integrity.
11. Reviews participant files to resolve discrepancy between income reported and received and communicates with participant to discuss discrepancy.
12. Secures third party verification of income from additional entities.
13. Meets with participants to discuss Repayment Agreements.
14. Performs related duties as assigned.

Required Knowledge, Skills and Abilities:

1. Considerable knowledge of requirements, rules and regulations for HCV/Section 8 tenant-based Housing Programs and the legal requirements for compliance with housing standards including SEMAP components.
2. Ability to identify prospective landlords and present merits of HCV/Section 8 tenant-based Housing Programs in a persuasive manner.
3. Ability to work effectively with all types of people and to maintain composure under pressure.
4. Ability to analyze and interpret complex rules, regulations, policies and directives concerned with all assisted housing programs.

Education and Experience:

1. Graduation from an accredited college with specialization in Public Administration or related field and training in business practices and procedures.
2. Five years of experience in a position involving direct contact with clients and managing staff.
3. Or any equivalent combination of training and experience that will meet the required knowledge, skills, and abilities.

Special Requirements:

1. Possession of a valid motor vehicle operator's license from the state of residency.
2. Must be bondable.
3. Certified as a HCV Specialist, Housing Quality Standards Specialist, or equivalent program manager.
4. Must have a proven ability to follow up and/or review subordinates' work; then make the necessary corrections (if needed) within a timely basis.

Please send resumes to:
Lake County Housing Authority - Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

