

Housing Choice Voucher (HCV) Supervisor Job Description

Organization Information

Abilene Housing Authority (AHA)

1149 E. South 11th Street, Abilene, TX 79602

Position Information

Job Title: Housing Choice Voucher (HCV) Supervisor

Program: Housing Choice Voucher (HCV)

Reports To: HCV Manager

Position Type: Exempt

Salary Range: \$55,808 – \$81,955

Revision Date: April 9, 2025

Position Summary

The HCV Supervisor assists in supervising HCV staff, manages a small caseload of Housing Assistance Payment (HAP) contracts, and monitors the completion of initial contract approvals. The Abilene Housing Authority administers approximately 1,800 HCV vouchers.

Essential Functions

- Assist the HCV Manager in establishing departmental priorities
- Serve as acting HCV Manager when needed
- Supervise staff to ensure compliance with policies, procedures, and regulations
- Ensure timesheets are completed accurately and on time
- Conduct community presentations and represent AHA at meetings
- Provide guidance and support to team members
- Help coordinate and conduct staff meetings
- Process applications and conduct eligibility interviews
- Monitor or perform rent calculations, income changes, and verification of information
- Schedule appointments and communicate with residents and property owners
- Negotiate rental payments with property owners

- Prepare monthly reports on team activity and performance
- Perform other duties as assigned

Minimum Qualifications

- Bachelor's degree or equivalent experience in a related field
- At least two (2) years of experience in social work or related field involving public interaction
- At least two (2) years of experience as a Housing Specialist or equivalent
- HCV (Section 8) Housing Specialist certification within 1 year of hire
- Proficiency in Microsoft Word and Excel
- Strong basic business math skills
- Ability to maintain confidentiality
- Excellent customer service skills
- Ability to work independently and meet goals
- Demonstrated leadership ability

Preferred Qualifications

- Experience working in an assisted housing program, especially HCV

Equipment Used

- Computer
- Calculator
- Copier
- Fax machine
- Telephone
- Standard office equipment

Physical Requirements

- Ability to work in an office environment
- Ability to visit inspection sites
- Ability to use a computer and keyboard
- Ability to view a computer screen for extended periods

Training Requirements

Within 1 year:

1. HCV Eligibility & Occupancy Certification
2. HCV Housing Quality Standards (HQS) / NSPIRE-V Certification

Within 2 years:

3. HCV Financial Management Certification

Additional Requirements

- Valid driver's license in the state of residence
- Maintain an insurable driving record
- No more than four (4) points within three (3) years

Compensation and Benefits

Salary based on experience

Relocation assistance available for qualified candidates

Application Information

Apply online: www.abileneha.org

Submit resume and cover letter to: gene.reed@abileneha.org

Phone: 325-676-6385

Fax: 325-676-6375

Relay Services: 711 or 1-800-RelayTX

Equal Opportunity Statement

Abilene Housing Authority is an Equal Opportunity Employer and supports Equal Housing Opportunities.