



Job Description

Position:	Housing Choice Voucher (HCV) Supervisor	Program Affiliation:	HCV
Reports To:	HCV Manager	Salary Range:	\$55,808 - \$81,955
Position Type:	Exempt	Revision Date:	April 9, 2025

SCOPE: The position is responsible for assisting with the supervision of the HCV staff, managing a small caseload of HAP contracts for Housing Choice Voucher (HCV) clients in various housing programs and monitoring the completion of initial contract approvals. Abilene Housing Authority (AHA) has approximately 1800 HCV vouchers.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Work with the HCV Manager to establish departmental priorities.
- Ability to fill-in for the HCV Manager in their absence.
- Supervise HCV Staff to ensure compliance with procedures and application of appropriate regulations and policies.
- Ensure timesheets are completed timely and accurately.
- Conduct community presentations and represent AHA at association meetings.
- Provide guidance and assistance as needed to team members.
- Assist with coordinating and conducting department staff meetings
- Process applications and conduct interviews to establish initial and continued housing eligibility for all special program client referrals, etc. or monitor staff assigned.
- Calculate rents and changes in personal income, verify information for accuracy, schedule appointments, communicate\correspond with residents and property owners, and negotiate rental payments with property owners for HCV and special programs participants.
- Provide monthly reports regarding activity and production status of team.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience with coursework in Business Math, Social Work, Community Relations, Urban Planning or Communications, etc.
- At least two (2) years experience in social work or related field, which requires contact with the public, or similar work involving evaluation of personal income and other assets
- At least (2) years experience as a Housing Specialist or equivalent experience and/or knowledge.
- Must have certification as an HCV (S8) Housing Specialist from Nan McKay, NAHRO within first year of employment.
- Knowledge of PC-based software applications (Microsoft Word, Excel).
- Must be proficient in basic business math (addition, subtraction, multiplication, division and calculation of fractions and percentages).
- Must enjoy working with numbers.
- Demonstrated experience with following AHA and HUD contracts, policies, and procedures.
- Ability to maintain confidentiality.
- Excellent customer service skills and the ability to work in a fast-paced environment.
- Demonstrated ability to work independently and meet established production goals.
- Demonstrated ability of leadership skills and commitment to agency vision for the HCV program.

PREFERRED QUALIFICATIONS:

- ❖ Successful work experience in an assisted housing program, especially the Housing Choice Voucher program.

Equipment Used:

- ❖ Personal computer, calculator, copier, fax machine, telephone and other basic office equipment.

Physical Requirements:

- ❖ Must be able to work in a normal office environment, visit inspection sites, use a keyboard and view a computer screen.

Training Requirements:

- ❖ Must be able to pass essential certifications with one year of hire:
 1. HCV Eligibility & Occupancy Certification
 2. HCV Housing Quality Standards (HQS)/NSPIRE-V Certification
 3. HCV Financial Management Certification (by end of second year)

Other:

- ❖ The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Salary:

- ❖ Salary will depend on experience.

Relocation:

- ❖ Relocation assistance provided for qualified candidates.

Applications are available on the Abilene Housing Authority website at www.abileneha.org. Interested candidates must email their resume and cover letter to gene.reed@abileneha.org.
