

**SPRINGFIELD HOUSING AUTHORITY**  
200 North Eleventh Street  
Springfield, IL 62703

**Position Vacancy**

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**DIRECTOR OF HOUSING CHOICE VOUCHER**

Full-Time Position/Salary Range: Negotiable

**POSITION SUMMARY:**

This is a responsible senior management position involved in short/long-term planning for the Housing Choice Voucher (HCV) Programs. The incumbent is responsible for budget development and administration, fraud control, utility allowance, rent reasonableness, comparability studies, as well as the development of the HCV Administrative Plan and Management Agreement between the Authority, HUD and developers to ensure that all parties comply with the provisions of HCV Programs.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in business administration, business management or public administration with an emphasis in property asset management from an accredited college or university; five (5) years of progressively responsible administrative experience in property management and contract administration; three (3) years in budget administration and development; three (3) years supervisory experience; or any equivalent combination of education, work experience, or certifications that provides the necessary knowledge, skills and abilities.
- NAHRO Certified Manager of Voucher Operations (CMVO) certification required within one (1) year of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of HUD's HCV and special housing programs, occupancy, recertification, housing quality standards, and SEMAP processes, policies, and procedures; Knowledge of occupational hazards and applicable precautionary measures;
- Skill in caseload management; planning, monitoring, and following-up as necessary; Skill in the proficient use of office equipment, computers, and software; Skill in performing complex mathematical calculations quickly and accurately; Skill typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and generating computerized HCV reports;
- Ability to manage the HCV Division and work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to develop and implement area policies and procedures to improve existing operations; Ability to represent SHA as an executive senior manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to supervise, guide, and train para-professional and clerical staff in the performance of their work; Ability to plan, organize, develop and schedule the workload of assigned staff; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to travel periodically.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority, Department of Human Resources  
200 N. Eleventh Street, Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Employment Applications are Available on the SHA Website: [www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link:  
<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=235105674>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

County Residency is required within one year of employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**