



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600
Fax: (518) 274-6633

**NOTICE OF POSITION AVAILABLE
DATE POSTED: 03/19/2021 DEADLINE DATE: 04/09/2021**

HCV Program Manager

The Troy Housing Authority has one position available under this title in the Section 8 Taylor Office. The position is being filled provisionally (the candidate will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment).

Due to its Supervisory Level & Policy Making Status this position is MANAGEMENT CONFIDENTIAL & will be covered pursuant to the Non-represented Employee Benefits Manual 2021 Salary Grade M/C 20 Hiring Rate \$65,375 - \$80,934 after 25 years

Summary Description of Duties:

- Interprets policies and procedures related to all Housing Choice Voucher programs administered by the Housing Authority;
- Revises procedures in accordance with policy revisions;
- Reviews utilization (e.g. uses the HUD 2-Year Tool to assess when vouchers need to be released or the waiting list opened);
- Provides direct supervision and training of all subordinate staff titles;
- Responds to questions and concerns raised by participants, landlords, advocacy groups;
- Coordinates efforts to promote the Housing Choice Voucher programs to property owners;
- Coordinates inspections of apartments used by program participants;
- Represents the Housing Authority in matters concerning the Housing Choice Voucher programs in the community;
- Assists in coordinating in-service training of departmental staff;
- Prepares of reports regarding the Housing Choice Voucher program (e.g. Voucher Management System (VMS) Reporting);
- Assists in the preparation of application materials for all program grants and funding applied for by the Housing Authority;
- Prepares written informational material and may be in direct contact with various public service agencies and landlords;

MINIMUM QUALIFICATIONS: EITHER:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND two (2) years full-time paid experience, or its part-time equivalent, in a human services or community services agency dealing with public assistance or closely related field;

Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND four (4) years' experience as noted in (1) above; OR

Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience as noted in (1) above; OR

An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

A COPY OF THE FULL JOB DESCRIPTION IS AVAILABLE UPON REQUEST.

Interested candidates must submit an employment application to this office by the deadline date.

TROY HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

**Deborah A. Witkowski, Executive Director
Troy Housing Authority
1 Eddy's Lane
Troy, NY 12180**

*APARTMENTS UNDER MANAGEMENT: Conway Court ♦ Corliss Park ♦ Arnold E. Fallon
Grand Street ♦ Griswold Heights ♦ Edward A. Kane ♦ John F. Kennedy ♦ Martin Luther King
Margaret W. Phelan ♦ Catherine M. Sweeney ♦ John P. Taylor ♦ Section 8 Rental Assistance*