Rental Assistance Manager

The Crossville Housing Authority is seeking a Rental Assistance Manager for an existing housing voucher program.

The Rental Assistance Manager is responsible for the management and efficient operation of the Section 8 Housing Choice Voucher Program in accordance with the procedures of the housing authority and federal regulations. The position involves technical and administrative work of a moderately complex nature related to housing assistance programs.

Knowledge of Department of Housing and Urban Development (HUD) programs preferred. The ability to read, understand, and apply regulations, laws, agreements and organizational materials is required. The position requires handling private, personal information that must be kept in a confidential manner in compliance with all applicable privacy regulations.

Strong interpersonal skills and excellent verbal and written communication skills will be required for interaction with staff members, clients, and other organizations. It is important to build and maintain positive relationships with internal and external constituents. Using time effectively with strong organizational skills and time management skills in order to consistently meet deadlines is a must.

Successful applicants must be computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; and able to effectively adapt to and use other computer systems as needed for daily activities.

Three years’ experience with a rental assistance program, or as a property manager in a Section 8 assisted development is required.

Salary is commensurate to the knowledge and experience of the selected candidate. Email a cover letter, resume, and references to admin@crossvillehousing.org.