



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Housing Choice Voucher (HCV) Regional Coordinator in the Community Affairs Section 8 Division

<b>Job Posting Number:</b> 19-021	<b>State Classification:</b> Program Specialist I/1570
<b>Division:</b> Section 8	<b>State Pay Grade:</b> B17
<b>Department:</b> Community Affairs	<b>Posting Date:</b> February 5, 2019
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Application Deadline:</b> Open Until Closed By Division
<b>Starting Salary:</b> \$3,081.34 - \$3,875.00 mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Performs complex (journey-level) program administration and technical assistance work in the planning, developing, training and implementation of the Section 8 Housing Choice Voucher Program(HCVP). Work involves assisting in establishing program goals and objectives, guidelines, policies, and standard operating procedures. Will assist in developing schedules, priorities, and standards for achieving program training goals. Work is performed under the general direction of the Section 8 Program Manager with moderate latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Responsible for a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of the HCV program operations.
- Execute the Housing Assistance Payment (HAP) Contracts between landlords and TDCHA and assure all appropriate documents are accurate and complete. In addition, facilitating and mediating communication with clients and property owners as needed in person, by telephone, e-mail, regular correspondence, and fax.
- Manage, schedule interviews and process Annual renewals, Interim rent adjustments, move contracts and obtain income verifications by reviewing documentation provided by tenants. Compute rents and utility allowances, properly notify participants of any rent changes related to the timely submittals in accordance with pre-established deadlines
- Shall maintain proper maintenance of client files and safeguard all sensitive documents in secure filing cabinets and/ or room and adhere to Federal Privacy Act.



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- Conduct phone interview and verify document supports the calculations. Enter contract data into the Section 8 Housing pro computer system and generate HUD-50058 and supporting documentation.
- Shall provide excellent customer service by responding to information requests within 24-48 hours, conducting research, providing solutions to problems and correcting errors.
- Shall review Request for Tenancy Approval, Owner/Family Lease and prepare appropriate papers for inspection. In addition, may have to assist in conducting Housing Quality Standards inspections and enter reports.
- May attend training workshops and on-line seminars related to the Section 8 HCVP.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Community Affairs/Section 8, including performing risk assessments of the Community Affairs/Section 8 high impact processes and identifying and communicating controls to mitigate unacceptable risks.

**Performs other duties and tasks as assigned**  
**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from an accredited four-year college or university in business practices, or equivalent work experience. One year of appropriate experience may be substituted for college on a year-for-year basis.
- Experience with Housing Choice Voucher Programs preferred. Certification in Income, Rent, and Voucher program administration training required within 1 year of employment.
- Should have considerable experience in office practices and administrative procedures in the specialized field in which the work is performed.
- Extensive responsible experience in office administrative procedures for low income housing.

**OTHER FACTORS**

**Knowledge, Skills, and Abilities:**

- Knowledge of Department program, policies, and procedures relating to the operation of the Section 8 HCVP.
- Knowledge of the principles and practices of public administration and management.
- Knowledge of contracting regulations, policies, community resources and structures.
- Ability to effectively organize and work under deadline pressures.
- Ability to establish goals and objectives, to devise solutions to administrative problems.
- Ability to develop and evaluate administrative policies and procedures.
- Skill in the use of electronic data and word processing equipment and software.
- Ability to establish effective working relationships with supervisor and co-workers, and to communicate effectively with the public both orally and in writing.



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**PHYSICAL REQUIREMENTS:**

- Ability to sit for long periods of time.
- Normal work environment.

**OTHER:**

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

**TO APPLY**

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

**ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.



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The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.