



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Section 8 Administrator
DEPARTMENT.....: Housing & Human Services
DIVISION.....: Section 8
CLASSIFICATION/GRADE.....: Section 8 Administrator/211
REVISED.....: 04/2021
REPORTS TO.....: Director of Housing & Human Services
REVIEWED.....: 04/2021
WAGES.....: Exempt (Salaried)

SUMMARY:

The Section 8 Administrator manages the daily operations of the Section 8/Housing Choice Voucher Program and work under the direct supervision of the Housing & Human Services Director.

BASIC FUNCTIONS:

1. Supervise the staff of the Section 8 Division.
2. Submit the Inventory Management System/PIC report to HUD monthly.
3. Download, review, and update the two-year forecasting tool monthly.
4. Run monthly Enterprise Income Verification (EIV) reports to review and correct any program irregularities.
5. Submit the Section Eight Management Assessment (SEMAP) report annually through the EIV system.
6. Coordinate financial management with the TPCG Finance Department, which includes Quarterly Requests for Funds, Year End Settlements, Annual Contributions and generating the Voucher Management System report.
7. Approve Request for Tenancy documents.
8. Preparation and submission of program applications for additional units as Letters of Invitation warrant.
9. Process Housing Assistance Payment (HAP) rosters and Utility Reimbursement Payments (URP) from Housing Pro through the AS400 system, key in interim payments and reconcile the payments monthly.
10. Write the Family Self-Sufficiency and SRO grants and prepare reports at year-end closeout.
11. Negotiate rents with property owners.
12. Execute lease agreements and contracts with property owners, which may include meeting with the owner and tenant to discuss the terms of the lease before execution.
13. Arrange and conduct briefing sessions with program applicants.
14. Make all final determinations on ending a participant's assistance in accordance with the Administrative Plan.
15. Review and update Administrative Plan on an annual basis to ensure compliance with HUD regulations.
16. Conduct public hearings for commit as per HUD regulation and attend council meetings on behalf of the program.
17. Manage the Assistance Connect database that allow applicants, landlords, and participants to submit request electronically.

18. Work at local and out of Parish evacuation shelters, the Office of Emergency Preparedness, or other assigned areas in the event of natural or technological disaster. This function requires 24-hour call.

EDUCATION/EXPERIENCE:

1. Must have a High School Diploma. Bachelor's degree preferred.
2. Must have at least three years of supervisory experience.
3. Must be proficient in MS Word and Excel.
4. Must obtain Voucher Program Manager Certification within 90 days of hire.
5. Must have a valid Louisiana Driver's License.