



**Safe. Healthy. Home.**



## **SECTION 8 MANAGER**

**Position Type:** 100% Regular Position  
**Location:** Ashland, WI

### **Overview**

The Section 8 (S8) Manager is an exempt, full-time position that reports to the Executive Director of the City of Ashland Housing Authority. The S8 Manager is an entry-level position that provides services to clients and landlords. This position will also include processing applications for all programs. All duties adhere to the policies and procedures of the Authority's Board of Commissioners and the Department of Housing & Urban Development. The ideal candidate will be one that can take on increased responsibilities over time.

### **Responsibilities**

- 1) Provide direct client and landlord services.
  - a. Support families in all areas of housing from the application process and through the end of participation.
  - b. Issue Housing Choice Vouchers as needed to ensure high utilization rates.
  - c. Respond to tenant concerns professionally and in a timely manner.
  - d. Conduct review of tenant rent payments as required.
  - e. Inspect housing units before lease-up and for follow-up as required.
  - f. Establish and maintain positive rapport with landlords.
  - g. Process Applications for all Ashland Housing Authority programs.
  
- 2) Support all aspects of office administration.
  - a. Maintain accurate data for management of database and paper files related to tenants, landlord/properties, and budgetary processes.
  - b. Participate in budget preparation.
  - c. Monitor budget for program.
  - d. Prepare recommendations for utility allowances, payment standards, and other assessments as required.
  - e. Prepare for and participate in Board of Commissioner meetings as required.
  - f. Collaborate in ongoing updates of Authority's policies and procedures.
  - g. Attend training courses to ensure competence in all areas of responsibility.
  
- 3) Perform all other duties as necessary.

### **Essential Job Functions**

- Ability to work in an ever-changing environment as part of a highly functioning team.
- Provide calm and resourceful responses to challenges, interruptions, and tight deadlines.
- Evidence of strong financial skills.
- Ability to work respectfully with all people.
- Ability to work on multiple, simultaneous projects.
- Obtain certification as a Section 8 Manager and inspector within one year of employment. The Housing Authority will pay related costs to obtain certification. However, if incumbent fails to pass the certification exam, associated costs for re-testing, shall be borne by the incumbent.

### **Minimum Required Qualifications**

- Associate degree in business administration or related area of study.
- Demonstrated skills for working well with co-workers and the public.
- Excellent written and oral communication skills.
- Excellent computer and online skills, including word processing, spreadsheet, and database management.
- Experience in budget implementation and monitoring.
- Success working both independently and in teams.
- Demonstrated ability to work with a diverse population.
- Valid Driver's license.
- Ability to be bonded.

### **Preferred but not Required Qualifications**

- Bachelor's degree in business or related area of study
- Demonstrated experience in budget creation, reporting and general accounting principles.
- Demonstrated experience in client services or support.
- Experience in low-income housing or voucher programs.
- Experience or knowledge about home/unit inspections.

### **Additional Optional Qualifications**

- Property management experience.
- Certification as Public Housing Property Manager or Section 8 Manager.

### **Working Conditions**

- Access to reliable transportation to meet position responsibilities and essential job functions.
- Work evenings or weekends as needed.
- Carrying equipment, up to 25 lbs.
- Ability to sit or stand for extended periods of time including extended workdays or work weeks.

## **Position Benefits and Salary**

Salary range is \$41,600- \$49,920 and is commensurate with minimum and preferred qualifications and experience. Full benefit package offered including retirement, vacation, sick leave, health insurance, and other insurances. There is a 6-month Orientation period associated with this position to ensure the employee can succeed in performing the required duties. There will be a compensation increase after the successful completion of the Orientation.

## **Equal Opportunity**

As an affirmative action employer, the City of Ashland Housing Authority (AHA) provides equal opportunity in programs and employment and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. The AHA does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. *We promote excellence through diversity and encourage all qualified individuals to apply.*

It is the policy of the AHA to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact the AHA office at 715-682-7066. Please call 711 if you are hearing or speech impaired and need assistance.

## **Application Process**

To apply the candidate must provide:

- A cover letter that demonstrates the candidate's ability to meet the qualifications of the position (no more than two pages in length)
- A current resume
- Three professional references with phone and email contact information

Application materials must be sent to the attention of Kathy Beeksma, Executive Director. Materials may be mailed to: City of Ashland Housing Authority, 319 Chapple Avenue, Ashland, WI 54806; or dropped off at the office located at 315 Sanborn Avenue, Suite C, Ashland; or sent via email at to: [cityaha@cityofashlandhousing.org](mailto:cityaha@cityofashlandhousing.org). Materials must be received in the City of Ashland Housing Authority office **by 4:00pm, Thursday, October 19, 2023.**

## **Criminal Background Check and Drug Testing**

A background check and drug testing will be conducted for the finalist candidate. Employment is contingent upon a completion of a successful background check, successful drug test, establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986. Additionally, the AHA reserves the right to verify any and all information stated or implied within application materials to confirm a candidate's qualification(s) prior to appointment to the position.