

TOOELE COUNTY HOUSING AUTHORITY

Family Self Sufficiency/SECTION 8 CASE MANAGER

Starting Range: \$18-\$20 PER HOUR DO

PLUS ATTRACTIVE BENEFIT PACKAGE

Status: Full-time position

Closing Date: Until Filled

POSITION DUTIES: Performs a variety of administrative and technical clerical duties as needed to ensure efficient development, implementation and operation of the Section 8 Housing Choice Voucher/Family Self-Sufficiency Program. Maintain controls and information systems for effective program monitoring. Assists in organizing and conducting informal hearings or special meetings. Acts as a liaison between tenants and landlords and compliance with program rules.

Maintains FSS occupancy rate of no more than 30 households and no less than 25 households at all times, filling all vacancies as they occur and notifying appropriate individuals of options available.

Education and Experience:

Graduation from high school with knowledge of Microsoft office course work in typing and general office practices; two years of post-secondary education with record keeping class work; AND five (5) years of office experience in a responsible administrative capacity in private or public employment involving responsibility for record keeping, organization, and varied work programs; at least two years of which must be in accounting or bookkeeping; OR an equivalent combination of education and experience.

Required Knowledge, Skills, and Abilities:

A thorough knowledge of the principles of accounting, and mathematical skills. Skill in typing and operating a variety of office machines and equipment including window-based computer programs. Ability to deal with the general public in a cordial manner. Coordinate and assist in carrying out a variety of program delivery services. Ability to establish and maintain cooperative relationships with employees, the general public and other agencies. Ability to interpret and apply regulations, originate and type correspondence, initiate work projects and work independently.

To obtain an application please visit

www.housingtc.org

(435)882-7875

Applications must be submitted to:

66 West Vine Street, Tooele, UT 84074 EEO Employer