



1126 Albany St. ● Brunswick, GA 31520

[www.brunswickpha.org](http://www.brunswickpha.org) ● (912) 265-1334 Phone ● (912) 265-1280 Fax

<b>JOB DESCRIPTION:</b>	<b>SECTION 8 RENTAL ASSISTANCE PROGRAM MANAGER</b>		
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>REPORTS TO:</b>	<b>DIRECTOR OF HOUSING</b>
<b>EMPLOYMENT STATUS:</b>	<b>FULL-TIME</b>	<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>DATE CREATED:</b>	<b>12/8/2022</b>		

## Position Summary

The Section 8 Rental Assistance Program Manager is responsible for the overall administration of the Section 8 Rental Assistance Program for the Brunswick Housing Authority (BHA). Duties include the preparation of the program budget and supportive financial reports, tenant selection and eligibility, program outreach activities, and program monitoring to assure compliance with HUD (Housing & Urban Development) regulations. Supervision is exercised over the work of all subordinate employees. Does related work as required.

## Responsibilities

- Manages the Section 8 Rental Assistance Program for the BHA.
- Interprets federal, state and local laws, local codes, ordinances and regulations relating to the implementation of Section 8 Rental Assistance Program services.
- Manages, coordinates and oversees the Section 8 Management Assessment (SEMAP) Program ensuring all reports are complete, accurate and submitted to HUD on time.
- Makes policy recommendations for overall program operations.
- Develops and prepares grant applications to secure program funding.
- Prepares, amends, and executes the annual program budget.
- Prepares quarterly financial projects to determine program funding levels.
- Works with local officials on applications for new units, program administration and budget plans and updating information pertaining to revisions in HUD regulations.
- Deals directly with HUD officials in relation to program audits, reports and studies.
- Works closely with the Director of HUD Compliance to ensure all Section 8 Rental Assistance Program related reports are completed and submitted in a timely manner including the monthly Voucher Management System (VMS) and Two-Year Tool reports.
- Screens, selects and approves program applicants.
- Reviews program applications and prepares income analysis statement to determine eligibility.
- Establishes an outreach program to effectively publicize the program objectives, eligibility guidelines and application procedures.



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- Establishes a working relationship with landlords, in relation to program purpose, executive of initial and renegotiated leases, inspection and re-inspection of rental housing units, and tenant complaints.
- Responsible for the initial and on-going inspection of rental housing units to assure compliance to HUD standards.
- Establishes record-keeping systems for tenant files, financial reports, correspondence as mandated by Federal and State reporting requirements.
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Other duties as assigned.
- Trains and manages Section 8 staff as needed.

### Education and Experience

- A Bachelor’s degree or equivalent experience with HCV/Section 8 public housing environment.
- Two (2) years of experience where the primary focus is performing administrative tasks related to the operation of a public housing program such as: reviewing and approving housing applications, interviewing applicants for program eligibility, performing background checks and income verification.

### Knowledge and Skills

- Thorough knowledge of publicly assisted housing programs, eligibility standards and types of available assistance.
- Good knowledge of the municipal rental market.
- Good knowledge of the principles and practices of soliciting and security government funding.
- Good administrative and interviewing skills.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain cooperative relationships with property owners, building operators, tenants, and the public.
- Ability to complete and prepare reports.



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- Knowledge of all report deadlines and ability to meet deadlines with no exceptions.
- Ability to follow oral and written directions.
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.
- Ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position.
- Ability to take initiative and be dependable.
- Ability to express good judgment and tact.
- Must possess good powers of observation.
- Physical condition commensurate with the duties of the position.

### Physical Requirements

- Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.
- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
- Must be able to bend, stoop, push, and pull in the performance of office-related duties.
- Must be able to use fingers bilaterally and unilaterally to operate office equipment.
- Must have vision and hearing corrected as needed to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to maintain punctuality and attendance as scheduled.
- An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

### Supervisory Controls

The employee receives instructions from the Director of Housing. Courses of action, deadlines and priorities are established by policy, procedure, rules or regulations, depending upon the assignment. Routine duties are initiated by the employee without direct supervision. The employee has supervisory duties over subordinate staff as assigned.



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### Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

### Other Requirements

1. Must possess a State of Georgia driver’s license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.
6. Ability to be covered under the Agency’s vehicle insurance policy and fidelity bond.

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Brunswick Housing Authority is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation,



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or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

### Read and Acknowledged

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name [printed]