

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053

HCV COMPLIANCE MANAGER

The Housing Authority of the City of New Britain is seeking a highly skilled, motivated professional individual to work as our HCV Compliance Manager for the Housing Choice Voucher Department. Reporting to the Executive Director, Director of Public Housing Programs or designee – the duties of this position include a wide range of activities in the administration of the Housing Choice Housing Voucher Program. This position will have overall responsibility for the performance and compliance with HUD rules of the HCV program. The HCV Program Manager will also be responsible for managing the daily activities, overall performance and compliance with HUD rules of assigned staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Knowledge of HUD policies, and other Federal, state and local laws, rules and regulations related to low income housing and NBHA policies.
- Knowledge of good public policy practices and procedures, business English and basic mathematics. Knowledge of spoken and written Spanish preferred but not required.
- Comprehensive and demonstrable knowledge of HUD HQS inspection procedures and HANO Section 8 policies and procedures.
- Certification in HQS Inspection, Income, Rent and Voucher program administration required within first year of employment.
- Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
- Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance;
- Ability to meet both internal and SEMAP program deadlines.
- Ability to plan and prioritize work of self and staff.
- Connecticut Motor Vehicle Operator's license and insurability by the Authority's automobile Insurance Carrier
- Bi-lingual ability in Spanish desirable.

Public Housing Manager: Certification required within one year.

All Interested applicants must submit their resume with a cover letter and 3 professional reference letters to;

**Mr. John T. Hamilton, Executive Director
Housing Authority of the City of New Britain
16 Armistice Street
New Britain, CT 06053**

An EEO/AAA