



Accepting applications for:

Housing Choice Voucher Program Coordinator

Neighborhood Services Division

Neighborhood & Development Services Department

Application deadline: Friday, March 31, 2023

Visit www.icgov.org/jobs to apply online

One permanent full time position available

Full salary range: \$58,822.40 – \$87,068.80

Hours: Monday – Friday, 8:00am – 5:00pm

Job summary:

Under direction, coordinates and implements Housing Choice Voucher (HCV) program. Responsible for all HCV program requirements. Responsible for interpreting and implementing all facets of the HCV programs for eligible families. Ensures that the procedures and operations involved with assisting each family are carried out according to federal regulations. Reviews forms, verifications, leases, etc. for accuracy and completeness.

Minimum qualifications:

Bachelor's degree in human services, sociology or related area from an educational institution accredited by a DOE recognized accreditation body or an equivalent combination of experience and training which provides the required knowledge, skills and abilities required. Housing Choice Voucher Manager or other equivalent HUD certification required within twelve months of hire. Must pass criminal background check.

Preferred qualifications:

Three years of supervisory and/or related experience preferred. Additional job related HUD certifications preferred.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: March 9, 2023

