



Accepting applications for:

Housing Receptionist

Neighborhood Services Division
Neighborhood & Development Services Department

Application deadline: Wednesday, April 24, 2024

Visit www.icgov.org/jobs to apply online

One permanent part-time position available
Wage: \$20.08 – \$25.74 per hour (starting wage contingent upon experience)
Monday – Friday, 1:00pm – 5:00pm

Job summary:

Performs general and specialized administrative support functions for the Iowa City Housing Authority (ICHA). Provides information and assistance to the public and other city departments regarding ICHA operations and activities including: The Housing Choice Voucher (HCV) program, Public Housing Program, HUD-VASH vouchers, Mainstream Vouchers, Project Based Vouchers, Family Self-Sufficiency programs and Homeownership programs.

Minimum qualifications:

High school education or G.E.D. or pursuit of degree and one to three months of related experience or training; or equivalent combination of education and experience. Experience in general office management and/or customer service. Must pass criminal background check.

Preferred Qualifications:

High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience. The ability to communicate in Spanish, French, Swahili and/or Arabic.

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: April 8, 2024

