



Accepting applications for:

Housing Choice Voucher Program Coordinator

Neighborhood Services Division
Neighborhood & Development Services Department

Application deadline: Tuesday, July 9, 2024

Visit www.icgov.org/jobs to apply online

One permanent full time position available

Wage: \$62,108.80 – \$91,915.20 (starting wage contingent upon experience)

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 Education, Experience, Certification/Licensure, Other

Bachelor's degree from an accredited educational institution; or four years of related experience and/or equivalent combination of education and experience. Degree in Human Services, Sociology, Public Administration or related. Housing Choice Voucher Manager or other equivalent HUD certification within twelve months of hire. Valid State of Iowa driver's license with satisfactory driving record. Must be 18 years of age. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

Bachelor's degree from an accredited educational institution and one year of related experience; or five years of related experience and/or equivalent combination of education and experience. Public Housing Authority certifications.

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: June 25, 2024

