



Accepting applications for:

## **Housing Program Assistant**

Housing Authority Division / Neighborhood & Development Services Department

**Application deadline: Wednesday, April 22, 2026**

Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Permanent full-time position available

Wage: \$56,014.40 – \$71,864.00 (starting wage contingent upon experience)

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

### **Job summary:**

Under general direction, determines applicant eligibility and manages compliance for a caseload of families participating in the Housing and Urban Development (HUD) funded Housing Choice Voucher program. Coordinates, prepares and reviews necessary documentation for program applicants and active participants. Provides information and assistance to the public and other departments in accordance with the Department of Housing and Urban Development regulations and Iowa City Housing Authority policies and procedures.

### **Minimum Education, Experience, Certification/Licensure, Other**

Associate's degree from an accredited educational institution and one year of related experience; or three years of related experience and/or equivalent combination of education and experience. Experience in general office work. Must pass criminal background check.

### **Preferred 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. Experience working with persons with low incomes and/or other special needs. The ability to communicate in Spanish, French, Swahili and/or Arabic. Housing Choice Voucher Specialist HUD certification.

### **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](http://www.icgov.org/jobs) under Job Descriptions.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the PSLF website for more information: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans>.

**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 2, 2026

