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| |  |  |  | | --- | --- | --- | | https://agency.governmentjobs.com/images/AgencyImages/sc.jpg | STATE OF SOUTH CAROLINA **State Housing Finance & Development Authority** 300-C Outlet Pointe Blvd. Columbia, SC 29210 |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Housing Program Coordinator** | | |   *An Equal Opportunity Employer*   |  | | --- | | THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. | |
| |  |  | | --- | --- | | **OPENING DATE:** 02/28/23 | **CLOSING DATE:** 03/10/23 05:00 PM | |  | | | **JOB TITLE:** Housing Program Coordinator | **CLASS CODE:** AH35 - Program Coordinator I | | **POSITION NUMBER:** 60027155 | **SLOT NUMBER:** | |  | | | **STATE SALARY RANGE:**    $35,360.00 - $65,429.00 Annually | **AGENCY HIRING RANGE - MIN:** $40,000 **AGENCY HIRING RANGE - MAX:** $45,000 |  |  | | --- | | **LOCATION:** Lexington County, South Carolina | |  | | **JOB TYPE:** FTE - Full-Time | |  | | **NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00) | |  | | **RESIDENCY REQUIREMENT:** **RESIDENCY REQUIREMENT SPECIFICS (IF ANY):** | |  | | **AGENCY SPECIFIC APPLICATION PROCEDURES:**  All applicants must submit a completed online employment application and the supplemental questionnaire. Resumes will not be accepted in lieu of the required application and supplemental questionnaire. Postings close at 5 pm EST on the day listed in the announcement.  **Veteran Preference Statement**  South Carolina is making our Veterans a priority for employment in state agencies and institutions. |   **Job Responsibilities**  **\*\*This position has been reposted. Previous applicants are under consideration and need not reapply. \*\***  The South Carolina State Housing Finance and Development Authority (Authority) administers the Housing Choice Voucher Program in seven South Carolina counties (Clarendon, Colleton, Dorchester, Fairfield, Kershaw, Lee, and Lexington). The Authority provides rental assistance subsidy for approximately 2,000 very-low income families through an Annual Contributions Contract with the Department of Housing and Urban Development.   This position provides the opportunity to utilize one's unique interpersonal, critical thinking and self/time management skills in assisting very low-income families, the elderly, and the disabled to afford and locate decent, safe, and sanitary housing in the private rental market. It also affords the opportunity to expand on the program knowledge and skills gained and to demonstrate those additional capabilities that are key and essential to the ability to take advantage of other opportunities as part of the Authority's progression planning initiatives.    Duties and responsibilities associated with this position include, but are not limited to the following:   * Working as a team member assisting families in multiple counties. * Determining families' eligibility for program participation based on HUD and Authority requirements. * Performing initial lease-up actions and completing periodic and annual recertification requirements to determine a family's and rental unit's continued program eligibility. * Coordinating and conducting physical inspections of rental units to ensure compliance with HUD Housing Quality Standards. * Negotiating and executing Housing Assistance Payment Contracts with landlords and ensuring contract rents are reasonable. * Interacting with applicants, participants, and landlords on a daily basis in determining eligibility and ensuring program compliance. * Conducting public relations and landlord outreach concerning program availability and requirements for participation. * Monitoring participation to ensure maximum program utilization. * Obtaining certification as a Housing Quality Standards inspector and as an Eligibility, Income, and Rent Calculation Specialist within (1) year of hire date.   .  **MINIMUM AND ADDITIONAL REQUIREMENTS:**  **Agency Minimum Requirements\*:** A high school diploma and two (2) years of full-time experience in housing subsidy programs, property management, housing finance or other related housing fields.  *\* Candidates must specifically meet the Agency Minimum Requirements or an equivalent combination of education and experience to be considered for this position.*  **Additional Requirements:** Ability to exercise judgment and discretion. Knowledge of personal computers, Windows operating system, and Microsoft Office Suite with strong proficiency in Excel, Word, and Outlook. Must have exceptional written and verbal communication skills. Ability to establish and maintain effective working relationships with department staff, coworkers, and external customers. Must be detail oriented and analytical with the ability to organize multiple tasks and set priorities. Ability to work within strict program deadlines. Ability to make presentations and prepare reports. Must be able to safely lift and carry files, books and reports weighing up to 20 lbs. Must be able to sit, stand, and walk for prolonged or intermittent periods of time. Must be able to reach, bend, and twist at the waist to perform filing, desk work, and operate general office equipment.  **PREFERRED QUALIFICATIONS:**   * Bachelor's degree in business, accounting, finance or related field of study. * Public Housing Agency (PHA) experience and industry level certification in the administration of HUD's Housing Choice Voucher Program to include eligibility, income calculation, annual and interim recertifications, Housing Quality Standards (HQS), etc. * Experience with Yardi Voyager Software. * Experience in the administration of other federally subsidized rental assistance programs (Low-Income Housing Tax Credit, Project-Based Rental Assistance).   **ADDITIONAL COMMENTS:**  **What makes us Different?**  We are a state governmental agency but one unlike you’ve encountered before. We operate much more like a private sector business. We are a self-sustaining operation that offers rental and homeownership products, and services.  As a result, we face many of the same regulatory, market, and financial hurdles of private sector financial institutions. Our clear advantage to employees is that we offer challenging, and meaningful work but with an appropriate work-life, home-life balance as well as excellent state government benefits. Now we’re looking to reinforce our team with a person who is energetic, brilliant, and talented.    **Our Benefits Package:**  The South Carolina State Housing Finance & Development Authority offers an exceptional benefits package that includes:   * Accrued Paid Time Off (15 days annual/vacation leave per year and 15 days sick leave per year) * 13 paid holidays * Health, dental, vision, long term disability, and life insurance for employee, spouse, and children * [PEBA Perks](https://www.peba.sc.gov/pebaperks.html) * [Free Telehealth Visits](https://campaigns.muschealth.org/virtual-care/index.html) for State Health Plan members * Free Health Programs for behavioral health, chronic conditions, healthier lifestyles, and maternity * State Retirement Plan * Deferred Compensation Programs * 401k and 457 plans * [MoneyPlus](https://www.peba.sc.gov/moneyplus) (tax-favored accounts program) * Employee Assistance Program * [Adoption Assistance Program](https://www.peba.sc.gov/other-benefits/adoption-assistance) * [Employee Discount Programs](https://www.admin.sc.gov/dshr/employee_discount_programs) * Casual Fridays * Tuition Reimbursement Program (after 6 months of employment) * And much, much more!   **Location, Location, Location:**  The Palmetto State offers something for everyone. Located in the Midlands, Columbia is both the state capital and South Carolina's second-largest city. It is just a short commute to the state's beautiful beaches and gorgeous mountains. Sunny summers and mild winters allow residents to experience the outdoors year-round, a plus considering that Lake Murray is just minutes away. Great universities and colleges, minimal commute times and friendly people make South Carolina the ideal place to build your future.    [Click here to explore Columbia, SC and all it has to offer.](https://www.experiencecolumbiasc.com/)     **Intrigued?  Apply now!** |
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