

## **Section 8 Specialist**

Position open until filled

The Housing Authority of Elgin announces the opening of the position of: Section 8 Specialist.

### **A brief job description for this position is:**

Under general supervision responsibilities include, but are not limited to, conducting interviews and briefing session for Section 8 applicants and participants, HAP executions, initial move-ins, incoming/outgoing portables, transfers, correct calculation of tenant rents.

Graduation from an accredited high school and preferably two years experience in Section 8 management or completion of two (2) years in a university of recognized standing with course work in business administration; reasonable recent office experience or field experience which has required the exercising of responsibility for methods and results preferably in connection with some phase of public housing; knowledge of Section 8 program requirements and housing quality standards for federally funded housing assistance programs.

Applicants must have a valid State of Illinois drivers' license. A detailed job description is available upon request at [aceballos@haelgin.org](mailto:aceballos@haelgin.org). The salary/range is commensurate with experience, plus benefits.

Salary Range \$35,000-\$39,000

Application and/or resumes are now being accepted for the position, and to apply or for further information, contact Tina Ceballos at [aceballos@haelgin.org](mailto:aceballos@haelgin.org).

The Housing Authority of Elgin is an Equal Opportunity Employer