

HCV Manager

Position open until filled

The Housing Authority of Elgin announces the opening of the position of: HCV Manager

The Housing Authority of Elgin invites the submission of resume and applications from experienced individuals who will provide technical, organizational and administrative support to the Housing Authority of Elgin's Housing Choice Voucher Program (HCV), Low Income Housing Tax Credit (LIHTC) and real estate development programs. Individual must have the ability to work independently and manage multiple projects at once.

Under administrative direction, this position is responsible for planning, directing, and coordinating the activities of the Authority' RAD properties and the Section 8 Programs in accordance with established Housing Authority of Elgin (HAE) rules, policies and procedures and the Department of Housing and Urban Development (HUD) regulations.

Graduation from a university of recognized standing with specialization in fields relating to property management; preferably a Certified Property Manager (CPM) designation; at least five years' experience in property management preferably some of which was acquired in public housing operations; or other combination of education, training and experience sufficient to warrant equivalent recognition.

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

Salary Range \$48,000 -\$55,000

A copy of the job description may be provided electronically at your request by emailing Ms. Tina Ceballos at aceballos@haelgin.org.

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

The Housing Authority of Elgin is an Equal Opportunity Employer