

Section 8 Coordinator

The Wakulla County Board of Commissioners is seeking qualified applicants for a full time Section 8 Coordinator. This applicant must possess skills in applicant screening, interviewing, inspections ensuring Housing Quality Standards (HQS) for the Section 8 Housing Choice Voucher Program, calculation of Total Tenant Payments (TTP) and Housing Assistance Payments (HAP). Must be able to advise program participants of their responsibilities and obligations with Section 8 Housing Choice Voucher Program; provides continued counseling to tenants and landlords; responds to complaints and/or request, conducts orientation for tenants and landlords. The Section 8 Coordinator will be responsible for reviewing applications, verifying all income sources, conduct internet searches, issue vouchers to participants, execute contracts and approves leases between program participants and owners, maintain caseload of 200 participants, and processes rental checks and utility allowances. Work involves a great deal of clerical work performed in conjunction with Section 8 Program duties, and in assisting other Housing Department personnel, including answering telephones and routing communications, maintaining records and files, etc. The Section 8 Coordinator must be computer literate, and able to maintain all participant files on a daily basis, must be bondable, possess a valid Florida driver's license. The coordinator reports to the Housing Director.

To apply, send a Wakulla County application to: Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or at the Administrator's office at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/ Equal Opportunity Employer. Salary will be based on qualifications and experience.