

ASHEBORO HOUSING AUTHORITY
JOB OPENING: Housing Choice Voucher Director
June 5, 2026

If you would like to apply, please submit a resume to Angela Whitt, Director of Operations
awhitt@asheboroha.org

Open Until Filled

Position Description

Summary

The primary purpose of this position is to direct the operations of the Authority's Housing Choice Voucher (HCV) program, which includes managing staff and ensuring compliance with federal, state, and local regulations. The incumbent serves as a liaison for the Authority, frequently interacting with HCV program landlords & participants to implement program initiatives. Manages the HCV Family Self-Sufficiency (FSS) Program.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages staff of 3 assigning, planning, and reviewing work, evaluating performance, coordinating activities, maintaining standards, acting on employee problems, and recommending and implementing discipline.
- Maintaining checks and balances of Tenant FSS Accounts.
- Maintains and updates HCV Administrative plan, seeking Executive Director and Board for approval.
- Coordinates requests with Financial Management Center for additional funds as needed.
- Submits 50058s to PIC, runs PIC Validation reports, ensures PIC data is accurate and up to date.
- Ensures departmental compliance with regulations governing administration of the HCV program.
- Oversees the maintenance of waiting lists; ensures that appropriate checks and verifications are conducted for applicants; issues vouchers and extensions as needed
- Performs quality control and special inspections; ensuring Housing Quality Standards are met.
- Mediates tenant and landlord disputes, supports staff mediating resident disputes; serves as a Hearing Officer
- Administers AHA's Housing Opportunities for People with AIDS (HOPWA) program.
- Conducts lease closings and contract signings between AHA and landlords; issues HAP/UAP payments; 1099s to landlords and submits to IRS; issues repayment agreements on fraud cases
- Completes monthly VMS reports and submits to HUD; completes voucher usage report to ensure lease-up
- Manages portability payables and receivables.
- Applies for new vouchers and funding when Notices of Funding Availability (NOFA) issued.
- Ensures that resident files are complete and up-to-date; oversees the retention and destruction of HCV documents per Authority policies.
- Ensures that the HCV program activities maintain compliance at all times with no audit findings.
- Maintains knowledge of SEMAP, including its program indicators and scoring requirements; leads the department in the pursuit of a High Performing rating.
- Balances and completes the HCV check run.
- Participates in providing a safe environment throughout the Authority.
- Advises the Executive Director on HCV issues.
- Performs other duties as assigned.

