



**Employment Opportunity**  
**Program Manager, Bureau of Housing**  
Department of Citizen Services  
\$20.80 hourly salary (Grade G11)  
**Contingent Position ~ 40 hours weekly**

**Contingent Employees** are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage and 3% salary contribution for an employee retirement.

***Apply By: Friday December 2, 2016 5:00 p.m.***

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**GENERAL RESPONSIBILITIES** Oversees the management of Housing and Urban Development (HUD) Section 8 Housing Certificate and Voucher Programs in accordance with Federal, State, and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Performs supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Oversee Housing Program case management including determination of eligibility, certification, annual and interim recertification,
3. Oversee evaluation, implementation, maintenance, and communication of records management systems as required by law, regulatory agencies, or County
4. Oversee budget and monitor expenditures to assure compliance with federal regulations and County fiscal management
5. Perform landlord outreach, information and communication to increase available rental housing market
6. Coordinate communication between landlord and clients to assist in problem resolution
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Human Services, Social Services, or Public Administration
2. Four years related experience, including one year supervisory experience
3. Section 8 experience preferred

A comparable amount of training and experience may be substituted for the minimum qualifications.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license

A Carroll County Government job application is required for these positions.

***Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)***

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 11/21/16 Carroll County is an equal opportunity employer  
(17-63)**