COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Section 8 Manager (Section 8 Coordinator (LG))

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

<table>
<thead>
<tr>
<th>SALARY:</th>
<th>$37,630.00 - $65,239.00 Annually</th>
</tr>
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<tbody>
<tr>
<td>JOB TYPE:</td>
<td>Civil Service Permanent Full-Time</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Local Government</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Franklin County</td>
</tr>
<tr>
<td>OPENING DATE:</td>
<td>01/14/20</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>02/10/20 11:59 PM</td>
</tr>
<tr>
<td>JOB CODE:</td>
<td>L0580</td>
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<thead>
<tr>
<th>BUREAU/DIVISION CODE:</th>
<th>88327221</th>
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<tbody>
<tr>
<td>BUREAU/DIVISION:</td>
<td>Franklin County Housing Authority</td>
</tr>
<tr>
<td>WORKSITE ADDRESS:</td>
<td>436 West Washington Street</td>
</tr>
<tr>
<td>CITY:</td>
<td>Chambersburg</td>
</tr>
<tr>
<td>ZIP CODE:</td>
<td>17201</td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td>Lisa Bryan</td>
</tr>
<tr>
<td>CONTACT PHONE:</td>
<td>717-263-4200</td>
</tr>
<tr>
<td>CONTACT EMAIL:</td>
<td><a href="mailto:lbryan@fcha.net">lbryan@fcha.net</a></td>
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THE POSITION:
Franklin County Housing Authority is looking for an exceptional, service-minded candidate to join our leadership team!
Our Mission:
Providing Homes That Build Hope and Create Neighborhoods
Our Vision:
People Thriving in Vibrant Communities
Our Slogan:
Your Home, Our Foundation

IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

- Full-time employment (Work hours Monday through Friday 9:00 a.m. to 4:30 p.m.)
DESCRIPTION OF WORK:
The Section 8 Manager is responsible for the management and efficient operation of the Section 8 Housing Choice Voucher Program in accordance with the procedures of the housing authority and federal regulations. The position involves technical and administrative work of a moderately complex nature related to county-wide rental assistance programs.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Qualifications:

- Must meet **PA residency requirement** – For more information on ways to meet PA residency requirements, follow the link and click on Residency
- **Minimum Experience and Training Requirements** - Three (3) years experience in supervising or performing tasks associated with the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency; OR One (1) year as an Assistant Property Manager or Assistant Section 8 Coordinator; OR Two (2) years as a Management Aide.
- Must be able to perform essential job functions

**Veterans:** Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans’ Preference tab or contact us at [ra-cs-vetoreference@pa.gov](mailto:ra-cs-vetoreference@pa.gov).

**Telecommunications Relay Service (TRS):** 711 (hearing and speech disabilities or other individuals)

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EXAMINATION INFORMATION:

- **Score valid for this specific posting only**
- Score based on information reported on application and supplemental questions
- Provide complete and accurate information or:
  - score may be lower than deserved
  - application processing may be delayed
  - disqualification may result
- May only test once under this announcement
- Email notice of test results provided

APPLICATIONS MAY BE FILED ONLINE AT:
[http://www.employment.pa.gov](http://www.employment.pa.gov)

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer