



**Join Our Team**  
**An Exciting and Rewarding Career Opportunity**  
**Southern Nevada Regional Housing Authority**

Announcement Number	Job Title
<b>25-015</b>	<b>Housing Choice Voucher Supervisor</b>
Number of Openings	Compensation (Depending on Experience)
1 (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$65,049.92 (Step 1)- \$103,992.00 (Step 20) annually <i>The typical starting range for this position is between \$65,049.92 and \$71,803.05, DOE.</i>

Opening Date	Closing Date
<b>April 16, 2025</b> <i>Applications are reviewed on a rolling basis.</i>	<b>April 30, 2025, (or until filled)</b> <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
This position is open to both internal and external applicants. Applicants must: <ul style="list-style-type: none"><li>Complete an application online - to apply click <a href="#">here</a></li><li>Submit a cover letter and resume</li></ul> <p style="text-align: center;"><b>Incomplete applications will not be considered.</b> <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	Upon a conditional offer of employment, candidates <b>must</b> successfully: <ul style="list-style-type: none"><li>Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>)</li><li>Pass a workplace drug test (including marijuana*)</li><li>Possess a valid State of Nevada driver's license</li><li>Possess a clean driving record</li></ul>

**\*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

Employee Benefits
Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.

Overview
The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting a <b>Housing Choice Voucher Supervisor</b> to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - <a href="http://www.snvrha.org">www.snvrha.org</a> .
If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.

Position Summary
The <b>Housing Choice Voucher Supervisor</b> is responsible for supervising, assigning, and monitoring the work of a team that is responsible for providing services and support to program participants and ensuring compliance with all related Housing and Urban Development (HUD) regulations and agency policies. Position supervises staff responsible for managing caseloads, and completes annual recertifications, interim adjustments, and contracts. The position provides quality control of case files in designated areas or programs.

**Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer**  
*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*

## Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Manages and oversees staff, determines workloads, provides instruction, and facilitates meetings. Provides technical support for the team.
- Handles worker/client disputes. Communicate with the VA office regarding VASH clients.
- Ensures Portability briefings are completed weekly. Handles Portability disputes with other PHAs.
- Handles Portability questions with clients.
- Execute contracts and provide quality control.
- Participate in the preparation of the Housing Choice Voucher program budget.
- Recommend and assist with the implementation of program goals and objectives.
- Ensure compliance with HUD reporting requirements.
- Ensure timely payment to vendors. Approve manual adjustment of vendor payments.
- Maintain and update participant files; prepare for auditing and annual reporting.
- Audits files to ensure program compliance and quality control as needed.
- Creates and maintains weekly production reports.
- Processes Hearing requests and attends hearings on behalf of the Housing Programs Department on designated months.
- Conduct hearings.

*This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.*

## Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, are further assessed in order to determine how well (s) they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants should possess the following:

- High School diploma or GED equivalent.
- Six (6) years of Housing Choice Voucher experience as a Supervisor, Senior Occupancy Specialist or Occupancy Specialist.
- Possession of the following certifications: Public Housing Management (PHM), Public Housing Rent Calculation, HCV Management certification within two (2) years of hire.

**SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.**

## Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Bachelor's degree in Public Administration or Business Administration or closely related field.
- Experience assisting a diverse population of residents and tenants, including low-income, disabled, and elderly.

## Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who "meet" minimum qualifications are further assessed in order to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

**SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.**

## Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

***Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer***

*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*