

# CLASSIFIED

PROFESSIONAL HELP



## Special Programs Administrator City of Beloit Housing Authority

The City of Beloit Housing Authority has a challenging full time opportunity available for a person who has the ability to effectively communicate with co-workers, applicants, tenants, landlords, and other agencies.

The Special Programs Administrator is responsible for the development and administration of new programs as required by HUD. Duties include seeking out and completing applications for grants, new funding sources, and new programs to support the mission of the Beloit Housing Authority. Responsibilities include developing individual program case plans for clients, establishing compliance of such programs, creating and maintaining files for program participants and ensuring proper verification and documentation. The successful candidate will instruct and teach classes/seminars on topics based on participants needs, make presentations for community gatherings, and refer applicants and program participants to other community resources. This position develops a network of services for the participants and establishes and maintains a positive working relationship with other agencies and government entities.

The successful candidate must have a Bachelor's Degree in Business or Public Administration or comparable experience in HUD Assisted Housing Programs and three (3) to five (5) years' related experience or equivalent combination of education and experience. Knowledge of Federal Regulations pertaining to Assisted Housing Programs, Public Housing, Section 8 Programs, Family Self-Sufficiency Programs and Fair Housing Requirements is a must. Successful candidates must have the ability to understand and administer the Housing Choice Voucher (Section 8) program and the Family Self-Sufficiency Program. The ability to establish and maintain positive working relationships with the general public and clients, maintain confidentiality, good written and verbal communication skills are a must. This position requires a candidate who is able to exercise flexibility and is able to make sound decisions. A valid motor vehicle operator's license is required. This position does require occasional local travel.

**Salary: \$19.60 – \$25.47 per hour** – (depending on qualifications)

**Application Deadline:** Please apply by January 31, 2018. Applications accepted online only at the City of Beloit's website: [www.beloitwi.gov](http://www.beloitwi.gov)

City of Beloit  
Human Resources Division  
100 State Street  
Beloit, WI 53511

Equal opportunity employer

*We are praying for a few new teachers to join our team.*

Qualified teachers that have genuine love/compassion for children and who enjoy providing quality care to all children are encouraged to apply.

Special skills required: Honesty, good work ethic, dependable, team player, energetic, enthusiastic, generosity, & loyal.

Please send a letter of interest, days & hours of availability, resume, references & transcripts (Early Childhood Associates Degree preferred), to:



Preschool & Daycare  
2460 Milwaukee Rd.  
Beloit, WI 53511

*\*No phone calls or walk ins will be accepted.* 222470

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