

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 11/3/2022 **DEPARTMENT:** Housing

POSITION TITLE: Section 8 Program Manager **PROGRAM:** Housing

POSITION SUMMARY: The Section 8 Program Manager is responsible for the overall management of the Housing Choice Voucher, VASH, Mainstream 5, EHV, FYI, FSS and Shelter Plus Care programs.

ADVERTISE TO: Public Agency Both **STATUS:** Exempt Non-Exempt
 Banked

LOCATION: Central Office

GRADE LEVEL / STEP: IX Executive **AMOUNT:** Negotiable

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday-Thursday 7:30-5:00 pm

QUALIFICATIONS: College degree in a related field preferred, but a High School diploma with at least 5 years experience in assisted Housing programs may be substituted.

TARGET DATE FOR EMPLOYMENT: 11/28/2022

APPLICATION PERIOD DEADLINE: 11/11/2022

BENEFITS: Full benefits available

SUPERVISOR'S NAME: Bill Tucker

PERSON MAKING REQUEST: Bill Tucker

<u>Bill Tucker</u> Program Director's Signature	<u>11/03/2022</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Keri McCray</u> Executive Director's Signature	<u>11/03/2022</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.