

We offer competitive salary, great benefits, and work that matters to our community.

The Organization: Seattle Housing Authority (SHA) is a growing, innovative and mission focused independent government Agency based in Lower Queen Anne, Seattle. We have a highly diverse, committed staff of more than 600 people who are dedicated to expanding housing opportunities, promoting quality communities, and improving quality of life for our citizens and neighbors.

We are best known for the great care we take of our clients, our dedication to creating a work environment where employees do their best work, and for our deep commitment to race and social justice equity.

The mission of SHA is to enhance the community by creating and sustaining decent, safe, and affordable living environments that foster stability and self-sufficiency for people with low incomes.

We are seeking to fill an Inspections and Owners Services Manager position. The Inspections and Owners Services Manager will be paid **\$35.32 – 53.97 per hour, D.O.E, Knowledge, Abilities.**

The Position: Under the general direction of the Housing Choice Voucher Program Manager, oversee the day-to-day operations of the department's Housing Quality Standards inspection program and leasing processes.

Essential Duties

- Assure compliance with HUD regulations and the HCV Administrative Plan.
- Recruit, orient, and respond to new owners, ensure high quality customer service to owners and participants throughout the leasing process, and develop educational materials and presentations for owners.
- Work collaboratively with HCV Management to maximize support success rates and housing stability for voucher holders.
- Train, supervise, and evaluate assigned staff.
- Assist with development and administration of budgets.
- Participate in the planning of departmental and agency goals, strategizing, and implementation of action plans, performance measures, productivity standards, and program enhancements.

Minimum Requirements

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- A bachelor's degree from an accredited college in Community Development, Public Administration, Urban Planning, Social Sciences, Construction Management, or a related field
- Bachelor's degree in business administration, computer science, or related field.
 - four years of directly relevant experience may be considered in lieu of required degree
- Five (5) years' experience in affordable housing, low-income program administration, social services programs, or experience in related field; previous supervisory experience preferred.

- Valid Washington state driver's license with an insurable driving record.

The Location: 190 Queen Anne Ave N, Seattle, WA 98109

Why Should You Apply?

- Competitive salary
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
 - We also offer generous paid leave and holidays
- Reasonable hours
 - Part-time telework opportunities in some jobs
- Opportunities for on-the-job training

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply please [click here](#).