TUCKAHOE HOUSING AUTHORITY

4 Union Place, Tuckahoe, NY 10707 | (914) 961-3373

Section 8 Administrator

Apply by October 28, 2026

Full-time, in person | $70,000–$75,000 annually, based on experience
Reports to Angela Hemmings, Executive Director

THA seeks an experienced professional to administer its Housing Choice Voucher program and serve participants and landlords.

Responsibilities

- Manage waiting lists, eligibility, briefings, vouchers, and participant files.
- Conduct annual and interim recertifications, verify income, and calculate tenant payments and housing assistance.
- Process tenancy approvals, rent reviews, and portability; coordinate inspections and corrective-action follow-up.
- Maintain accurate records and prepare HUD submissions, payment information, and compliance reports with the Executive Director and fee accountant.

Minimum qualifications

High school diploma or equivalency diploma and five years of work experience involving the provision of housing information to clients in a community assistance program, public agency, or administration of a public housing program.

Each 30 college credits toward a bachelor's degree may substitute for one year of experience, up to four years. At least one year of the specified housing-related experience is required and cannot be replaced by education.

Strong organization, resident service, confidentiality, and computer skills required. PHA-Web experience and housing certifications preferred.

Civil Service title: Program Specialist (Section 8 Program Assistance Program), competitive class, 0252-01. Provisional appointment is available subject to County review and applicable Civil Service requirements.

How to apply

Send a resume and cover letter to ahemmings@thatoday.org or deliver to Angela Hemmings at the address above by October 28, 2026. Use "Section 8 Administrator" as the subject.

Qualified residents and other applicants are encouraged to apply. Equal opportunity employer. For application accommodations, call (914) 961-3373, ext. 201.