



NOTICE OF POSITION OPENING

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. The

KCHA is the largest owner of rental housing in Knox County, providing homes to over 1,300 people. We currently have 418 units in our public housing portfolio - 228 single, elderly, and disabled units, and 190 units of family housing. The agency also oversees 220 Housing Choice Vouchers (Section 8) that allow low-income families to rent from private landlords throughout the jurisdiction.

ADMINISTRATIVE SUPPORT SPECIALIST – FAMILY SITES

The Administrative Support Specialist will provide administrative support to the Property Manager. The Specialist shall have overall responsibility for assisting the Property Manager with administrative functions as assigned and provide clerical and program-specific functions for the public housing programs at assigned locations including office and phone reception services, and other related tasks that support the goals and objectives of the Knox County Housing Authority (KCHA). This position will be a point of contact for program participants, participant families, other social service agencies or community organizations, KCHA staff, neighboring housing authority staff, HUD staff, and the general public. It is essential that the Administrative Support Specialist function at a high level of administrative efficiency and effectiveness. The position is expected to be accurate in all assigned duties, and meticulous and timely in tenant communication and file documentation. This position must be firm, fair, professional, and must maintain appropriate confidentiality in communication with applicants, program participants, participant families, other agencies, KCHA staff, neighboring housing authority staff, HUD staff, law enforcement, and the general public.

A full job description is available at our Administrative Office. Interested candidates are encouraged to submit a resume and letter of interest to Executive Director Derek Antoine no later than Monday, January 28, 2019 by 4:30 p.m. Application documents will be accepted in person, mail, fax, or email. Should applicants have any questions regarding this posting, please contact:

Derek Antoine
Executive Director
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(309) 342-8129, extension 223

The Knox County Housing Authority is an Equal Opportunity Employer.

