

Position Openings

The Pickaway Metropolitan Housing Authority is an equal opportunity employer in which available vacancies to be filled by the agency will be posted internally and externally, with the position awarded to the best qualified candidate. Fully qualified, current employees will be given first consideration for transfer or promotion to a vacant position. Pickaway MHA will comply with all Section 3 requirements.

The Pickaway Metropolitan Housing Authority is announcing openings for the position of Program Specialist. In this capacity, the employee reports to the Manager of their assigned department and is responsible for the implementation of program regulations and policies within that program. This will include intake of new program participants, calculation of rents, completion of annual and interim certifications of program eligibility and rent, enforcement of policies and procedures, day-to-day interaction with program recipients, and general support of the department as requested. The departments that may be served by the position include the Housing Choice Voucher Department, the Public Housing Department or the Multi-Family Housing Department.

Qualified applicants should have a minimum education of a Bachelor's Degree in Public Administration, Political Science, Sociology, or a related field, or extensive experience in public service. Experience using computer software programs, Excel and basic Word are required.

Resumes from interested applicants can be emailed to Tonya VanFossen, Executive Assistant, at tvanfossen@pickawaymha.com. Please include the words "resume attached" in the subject line. Resumes can also be mailed to Ms. VanFossen at Tonya VanFossen, Pickaway MHA, 176 Rustic Drive, Circleville, OH 43113. Please note "resume enclosed" on the outside of the envelope.