Job Title	Housing Administrator
Job ID	40746
Location	Housing & Commu Development
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Overview

At Orange County Government, we are proud to serve the public with integrity, honesty, fairness, and professionalism. We develop innovative policies and services that impact Central Florida and shape the future of our community. We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction. Orange County Government is committed to providing equal opportunity in employment and services to all individuals.

The Housing and Community Development Division within the Planning, Environmental & Development Services Department (PEDS) is seeking an experienced professional to serve as ***Housing Administrator***. This position manages and ensures adherence to the U.S. Department of Housing and Urban Development¿s (HUD) Rental Assistance Programs, policies and regulations. This position supervises staff and implements all rental assistance and housing choice voucher programs within the Housing and Community Development Division. Work is performed with considerable independence in a fast-paced, high-volume environment under the supervision of the Division Manager. Performance is reviewed through observations, reports and results achieved.

This position also assists the Division Manager in providing leadership and grants administration of the Orange County¿s Public Housing Agency (FL PHA-93). The position requires experience and financial skills to manage complex budgets and deep programmatic understanding of policies and regulations relevant to rental voucher programs.

Job Description

Representative Duties/Assignments:

Duties may vary based on area of assignment. The following are representative duties; it is not the intent to capture all duties performed by this classification.

- The Housing Administrator acts as an Executive Director for the FL PHA-93 and is responsible for the leadership and quality management systems of complex Housing Choice Voucher (HCV) and similar subsidized housing programs
- Maintains a high-performing HCV Program that aligns to the Division¿s mission by ensuring adherence to HUD regulations and effective management of the funding.
- Oversees HCV operations, workflows, policies, voucher utilization rates, and compliance including quality control processes to ensure programmatic data integrity and productivity outcomes.
- Supervises HCV operations by monitoring records and reports such as Voucher Management System, Two-Year Tool, SEMAP, and Administrative Plans to ensure that participant lease up fully utilizes the available funds.
- Responsible for addressing any corrective actions to HUD or auditors for program deficiencies.
- Monitors the financial health of all rental assistance programs and identifies potential funding shortfalls through risk analysis, data evaluation and reporting on a monthly basis.
- Determines productivity goals, motivates and increases employee morale within a section of over 25 employees.

- Responsible for rules and regulatory updates on subsidized rental programs and ensures proper staff training.
- Maintains liaison with HUD representatives, departmental staff and management, and external agencies.
- Participates in boards, associations and public events related to subsidized rental assistance programs.
- Performs other related duties as assigned.

Minimum Qualifications:

Bachelor's degree from an accredited institution and five (5) years of directly related experience in federal grants administration, administration of public housing and/or housing voucher programs or closely related field, to include three (3) years of supervisory experience. In lieu of the degree requirements, additional relevant experience may be substituted on a year-for-year basis.

Must have the following;

- Experience and proficiency with specialized grant administration/programmatic software.
- Working knowledge of HUD's Two-Year Tool and Voucher Management System.
- Proficiency in Excel and similar analytical tools to capture and interpret programmatic data.

Preferences:

- Experience leading a public housing agency administering housing choice vouchers
- Proficiency in computer applications and programmatic software; working knowledge of HUD's Two Year Tool, Voucher Management System, Public Indian Housing Center (PIC), EIV, and similar program tools.
- Supervisory experience.
- Excellent analytical and mathematical skills to capture and interpret programmatic data for reports.
- HCV Executive Management Certification or must pass exam to obtain designation within one year of employment.

Application Deadline

Open Date: 11/10/2026
Close Date: 12/08/2026

This posting is subject to close without prior notice.

Salary Information

Pay Grade: 021 - From $84,011 to $134,388
FLSA Status: Exempt

Placement based on Education and Experience

Benefits

• 10 paid holidays and up to 2 floating holidays annually. • 18 days paid time off per year. • Longevity bonus based on years of service. • 6 days of paid TERM (sick) time annually. • Low-cost medical, dental, vision, additional life insurance.	• Employee assistance program includes multiple free one on one sessions with licensed counselors and online tools for legal advice, financial planning, personal life balance, etc. • Free access to Wellworks gyms and Orange County Recreation Centers.

• Free basic life, long term disability, and employee assistance for all the family members effective on day one. • Participation in the Florida Retirement System.	• Free onsite wellness coaching, including dietician and nurse. • Tuition reimbursement program. • Earn service time to forgive student loans.

Disclaimer: Benefits may vary for employees under collective bargaining agreements.

For more information on Benefits visit - https://www.ocfl.net/EmploymentVolunteerism/EmployeeBenefits.aspx

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the closing date of the posting. Please scan and upload a copy of your cover letter and supporting documents, to Orange County Human Resources Division via the secure Box.com folder.

Your cover letter should include the Job ID number you are applying for, the title of the position, your full name and the last 4 digits of your social security number. *If you are a current employee returning from active military service, you may be eligible for promotion preference if the active military service qualifies for Veterans' Preference. Please note that Veterans' Preference applies only to a Veterans' first promotion after reinstatement or reemployment, without exception.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the National Association of Credential Evaluation Service (NACES) or the Association of International Credentials Evaluations (AICE) at your expense.

Address

525 E South Street
Orlando, FL 32801

Notes

Selected candidates will be required to provide employment references and will be required to complete a pre-employment drug, physical and background check.

#INDHP

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