



JOB OPENING

TO: SHA Staff, Residents, and General Public

FROM: Mal Harrison, Executive Administrative Assistant

DATE: October 28, 2024

POSITION: Occupancy Specialist (Housing Choice Voucher Program)

CLASSIFICATION: Full-Time

OPENING DATE: October 27, 2022

CLOSING DATE: Position will be posted until desired number of applications are received.

TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: The Occupancy Specialist is responsible, under the direction of the Vice President (VP) of the Housing Choice Voucher (HCV) Program, for administration of the HCV Program to program clients. The Occupancy Specialist is responsible for handling client’s cases from orientation/briefing through move-in, reexamination, and until termination of client’s participation. This Occupancy Specialist conducts interim and annual reexaminations. This position requires considerable judgement and initiative performing day-to-day responsibilities subject to established procedures, practices, and standards. Duties require considerable knowledge of HUD regulations and the Administrative Plan. Duties involves considerable and constant public contact, often under trying conditions. Work assignments are received orally and in writing and are performed under the general supervision of the VP, HCV Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The successful candidate will:

1. Conducts interviews and completes annual, interim, and special re-examination of clients for the Section 8 program, assisting clients in the completion of forms and identification of required documents.





2. Verifies submitted information according to Authority policy.
3. Communicates via written and oral correspondence with clients and landlords.
4. Develops and maintains positive rapport with owners, managers, and tenants; explains program requirements as needed.
5. Prepares rent changes, move-ins, and enters all data into the computer system
6. Explains terms of contracts, leases and other Section 8 forms to clients and landlords.
7. Maintains tenant file folders, certification and updating of tenant information and income.
8. Responsible for setting up appointments with clients to sign all necessary documentation.
9. Maintains control and information systems for effective program monitoring.
10. Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of HUD and the Selma Housing Authority rules, regulations, and administration policies.
2. Considerable knowledge of interviewing techniques and the principles of office management and record maintenance.
3. Knowledge of office equipment including copiers, personal computers (utilizing Microsoft Office Products – Word, Excel, PowerPoint, etc.), calculators, facsimile machines, etc.
4. Ability to make decisions in accordance with administrative rules, regulations, and policies.
5. Ability to understand and follow oral and written instructions.





6. Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.
7. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
8. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.
9. Ability to initiate work projects and work independently.
10. Ability to process multiple client files in various stages of procedure and maintain detailed follow-up on items required to complete files with few to no errors.
11. Ability to lift and carry up to fifteen (15) pounds.
12. Ability to file while standing, bending, or stooping to reach multilevel file drawers.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

1. High School Diploma (or GED) or an equivalent combination of technical training, preferably supplemented by courses in business practices.
2. Considerable experience in progressively responsible office and clerical work.
3. An equivalent combination of technical training and experience to meet the required knowledge, skills and abilities is acceptable.
4. Must have a valid driver's license.
5. Must be bondable.

