



**SHAWANO CITY HOUSING AUTHORITY**

951 ELIZABETH STREET

SHAWANO, WI 54166

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June 10,2021

Occupancy Specialist job opening:

Shawano City Housing Authority

Elizabeth Manor

951 Elizabeth Street

Shawano, WI 54166

Please submit resume and cover letter with salary requirements to the address above or email them to:

[cosha@frontiernet.net](mailto:cosha@frontiernet.net)

Office hours are:

Monday thru Thursday 8:00 AM to 5:00 PM

Friday 8:00 AM to 12:00 PM

Full benefit package including Wisconsin State Pension Program

**SHAWANO CITY HOUSING AUTHORITY  
POSITION DESCRIPTION  
Adopted June 2013**

**POSITION TITLE: OCCUPANCY SPECIALIST  
FSLA STATUS: NON-EXEMPT  
REPORTS TO: EXECUTIVE DIRECTOR**

**GENERAL SUMMARY:**

The Occupancy Specialist is responsible for managing the day to day operations of the Housing Authority, including but not limited to tenant relations, record keeping and reporting, and the day to day operation of the Section 8 Program.

**SPECIFIC RESPONSIBILITIES:**

1. Responsible for accepting and processing all tenant applications for Authority properties. Assist in publicizing availability of apartments.
2. Responsible for the collection of all Authority tenant rents and keeping required records of all rental payments. Handles any delinquent payments and recommends appropriate action by the Authority.
3. Provide general supervision of the Authority office, including maintaining office supplies, and providing general office functions.
4. Prepare monthly financial reports for the Authority Board Meetings and maintain the Board Minutes Book and Resolution book. Records the Board meeting minutes.
5. Respond to any tenant concerns and either settle such concerns or recommend suitable accommodations to resolve the situation.
6. Provide general oversight to the cleanliness of Authority properties.
7. Attend training programs in relation to the assigned duties as requested by the Authority or at the request of the employee.
8. Inspect all vacated apartments and see that all required refurbishing and repairs are completed for the next tenant. Perform inspection and post inspection work, providing an inspection sheet with a list of repairs and other work performed and the cost of such work.
9. Inspect all apartments on a regular schedule, insuring any required maintenance is performed, and making all units safe and in sanitary condition.

#### RESPONSIBLE FOR SPECIFIC SECTION 8 PROGRAM AS FOLLOWS:

1. Provide outreach activities to families and owners.
2. Receive and process Section 8 applications and maintain a waiting list of prospective tenants.
3. Issue Program certificates and provide applicant briefings regarding the program.
4. Complete initial, annual, and complaint inspections of units.
5. Process requests for Lease Approval.
6. Calculate TTP and HAP amounts and prepare the necessary leases.
7. Conduct annual reexaminations of families, and recalculate the TTP and HAP and Utility Allowances for all tenants under the program.
8. Ensure that all owners and tenants are in compliance with HAP contracts that families are fulfilling all obligations defined in the Certificate of Family Participation.
9. Conduct grievance hearings and process any appeals from decisions.
10. Implement HUD changes to regulations as they occur.
11. Handle clerical work required for the program, including HUD reports and necessary correspondence with landlords and tenants.
12. Perform other duties as may be assigned.

#### QUALIFICATIONS:

1. Experience of three or more years of Public Housing Management in a supervisory position preferred.
2. Bachelor's Degree preferred and /or advanced training in real estate management and tenant relations.
3. Basic Knowledge of HUD Public Housing procedures and operations preferred.
4. Willingness to achieve Housing Choice Voucher Specialist Certification and Housing Quality Standards Certification.
5. A record of building and maintaining positive relations with subordinates and clients of property under the Authorities Management.
6. A record of economical and efficient performance of duties outlined in the position description.

#### PHYSICAL QUALIFICATONS:

1. Ability to communicate with employees, tenants, the Board, and the general public.
2. Ability to conduct property inspections.