



OCCUPANCY SPECIALIST

The Housing Authority of the City of Eau Claire is seeking an Occupancy Specialist. The Occupancy Specialist will perform occupancy functions including, but not limited to, qualifying potential tenants, certifications and recertifications, allowance calculations, and showing units for the Public Housing (110 units) and Home Ownership programs. Also responsible for handling lease up and annual certifications for approximately 40 families in the HOME Tenant Based Rental Assistance program. This position deals extensively with federal regulations, calculating tenant rents and providing detailed documentation of operations and assistance with policy creation and maintenance.

Requirements:

- Must possess or obtain (within 30 days of hire) and maintain a valid driver's license.
- A minimum of a high school diploma or equivalent (GED, etc.).

Preferred Qualifications:

- A minimum of an associate degree in a related field is preferred.
- A minimum of 2 years' experience in an office or social services setting is preferred.

Wage range: \$23.78 - \$27.59 per hour.

Application deadline: Sunday, January 5, 2025 at 11:59 p.m. Application and complete job description available at www.eauclairewi.gov/jobs.*

Interviews expected to take place Monday, January 13, 2025. Candidates will be notified via email if selected to interview.

Equal Opportunity Employer.

Recruitment Snapshot:

*Don't have a way to apply online? Contact us at (715) 839-4921 to schedule an appointment and we can assist you!