



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:	Occupancy Specialist
Department:	Rio Arriba Housing Authority
Division:	Rio Arriba Housing Authority
Hourly:	\$15.62
Position Status:	Full-Time
FLSA Status:	Classified
EMAIL:	julyn@windstream.net
Closing Date:	OPEN UNTIL FILLED

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Determine eligibility for public housing & Housing Choice Voucher tenants, maintains waiting lists and prepares required reports. Mediates disputes, performs related work as required. Validate interim changes for tenant's records, administers complaint process through dispute resolution, explain federal regulations and housing authority policies to all tenants and applicants.

Essential Job Functions:

- Ensures all accounts receivable and payable are properly recorded.
- Reviews and supervises accounts receivable; advises Executive Director
- Capital fund program, preparing financial and wage reports, and quarterly reports
- Prepares (for fee accountant) monthly information for a financial report (budget vs. actual) for the RACHA Board of commissioners meeting
- Reconciles bank statements and maintains accurate daily bank balance.
- Keeps current with changing HUD requirements relative to financial management.
- Process applications for Public Housing & Housing Choice Voucher Programs following HUD and RACHA policies and procedures requirements
- Complete initial leases
- Maintain HUD notices and regulations library
- Advises the Executive Director on all matters pertaining to occupancy, applicant, and tenant qualifications.

Knowledge / Skills:

- High attention to detail and organization

- Perform accurate accounting and financial functions
- Maintain a variety of financial records and files
- Proper file documentation
- Excellent written and verbal communication skills
- Dispute resolution methods; Negotiate reasonable resolutions to disputes
- Work effectively with a diverse clientele, employees and the Public

Minimum Qualifications

- High School Diploma or GED certificate; and or one year experience in public housing and section 8 programs preferred.
- Bi-lingual in English and Spanish
- Two years' experience with or similar housing program software
- Valid New Mexico Driver's License with an acceptable driving record;

Working Conditions:

- Clarity of speech and hearing or other communication capabilities to communicate effectively on the telephone and in person.
- Work is performed in a temperature controlled environment
- Visual acuity with or without reasonable accommodation to comprehend written work instructions, prepare, review documents, process and organize documents to conduct inspections of rental units.
- Manual dexterity, with or without reasonable accommodation to operate a personal computer and standard office equipment.
- Employee is subject to hazards of operating a motor vehicle.
- Employee may be required to travel within the county.
- Sufficient mobility, flexibility and balance with or without reasonable accommodation, which permits employee to work in an office environment.
- Employee must regularly lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to forty (40) pounds

Conditions of Employment:

Selected candidate must submit to and pass a paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a paid criminal background screening.

Please send an e-mail with your Letter of Interest, Resume and Job Application to july@windstream.net