FLINT HOUSING COMMISSION
JOB DESCRIPTION

TITLE: HOUSING CHOICE VOUCHER OCCUPANCY SPECIALIST

REPORTS TO: HCV DIRECTOR

SUPERVISES: N/A

GENERAL STATEMENT OF DUTIES:

The HCV Occupancy Specialist interviews applicants, processes and reviews applications for the Section 8 Program.

RESPONSIBILITIES:

- Interviews and processes applicants interested in the Section 8 Program. Determines income eligibility and initiate related procedure for rent calculation, etc.
- Schedules and processes annual certification, interim re-certifications and transfers using prescribed procedures outlined in the Admissions and Continued Occupancy policy; ensures re-examinations are performed at a 100% level during the year.
- Coordinates the Leasing and Occupancy applications and reviews process to ensure the Commission is complying with all Federal rules and regulations governing that process. Ensures the Commission is complying with its approved Admissions and Continued Occupancy policies for the Conventional Housing Program.
- Coordinates all phases of the application process for the selection of eligible applicants with leasing within the Commission Section 8 Housing Program.
- Communicates eligibility requirements, tenancy rules and regulations to applicants, residents or other interested parties. Must be knowledgeable of federal rules and regulations; policies and procedures.
- Determines rents as per rent formula and determine increases or decreases at re-examinations. Evaluates resident's income, verifies same and makes proper determination of rent payment level.
- Maintains an efficient filing and records system for applicants and residents. Filing system should be easily understood and accessible for other leasing staff.
- Complies with all new rules and regulations governing methods, and trends in computing salary, overtime, incentive pay, bonuses, unusual income and other matters.
- Prepares routine operation reports and other reports as assigned or required. Prepares weekly, monthly, and annual reports for FHC and HUD and assist in reports on occupancy, vacancy, move-ins, move-outs, re-examinations, waiting list, etc.

- Maintains Central Office files on residents in terms of their application status, place on the waiting list, preference points, problem areas, etc. Central Office files must have all required data as determined by HUD to ensure compliance with regulations.

- Coordinates rehabilitation of vacant units with the Maintenance Department and Housing Managers. Must advise the Department of what size units are needed to meet the demand of applicants.

- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- High school graduate/GED, Associate Degree in Business Administration or related field preferred.

- Minimum two (3) years experience in Housing Management, leasing or in the Real Estate field.

By signing below, the employee is acknowledging that he/she understands the requirements, essential functions and duties of this position.

Employee's Signature_____**Date**_____