



HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN
Open or Promotional Opportunity

January 8, 2021

Position	Leasing Specialist
Assignment	HCV
Work Hours	Shall fall within the hours between 7:00 A.M. & 5:00 P.M. (Regular)
Monthly Salary Range	\$4,114.00-\$5,001.00
Supervisor	Compliance Supervisor
Final Filing Date	January 24, 2021

Application Requirements

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes are required.

Selection Procedure

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
 - 8 years experience may be substituted for a BA degree.
 - 4 years experience may be substituted for an AA degree.
 - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)

2. The final selection of candidates to fill these vacancies shall be made from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority.

Position Description Attached

Position Description

Position Title: Leasing Specialist	Pay Classification: Non-Exempt
Supervisor: Compliance Supervisor	Effective Date: 01/2021

Position Summary

The Leasing Specialist is responsible for the coordination and implementation of administrative duties related to the Authority's assisted housing programs. Incumbent is responsible for accurately performing annual, special, and interim re-examination for an assigned caseload, and any other service-related activities for program participants. Performs clerical work which includes data entry, maintaining files and records, mailing verifications, customer follow-up, answering questions and generating correspondence.

Essential Job Functions *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Enforces the policies and procedures established in the Section 8 and/or Public Housing Administrative Plan and corresponding written procedures in scheduling and conducting initial, annual, special and interim re-certifications of Section 8/Public housing participants.
2. Calculate tenant payment with accuracy and efficiency. Verifies all information and calculations regarding the total tenant payments, while preparing required forms and correspondence.
3. Prepare and execute rent and Housing Assistance Payment (HAP) adjustments, repayment agreements, compliance and termination notices for program and lease violations.
4. Establishes and maintains rapport with participants and mediates problems and complaints. Investigate fraud allegations and program violations; and determine outcomes.
5. Maintains assigned case records, terminates contracts and assistance, or adjust the amount of assistance, completes data entry into the computer system on all assigned cases and HUD forms in accordance with HUD regulations and Authority policies.
6. Performs duties related to the management and maintenance of the Authority's assisted housing programs, including contracts, special programs, and projects, including but not limited to, portability, reports on status of caseloads, and programs for special need populations.
7. Individual may perform other related duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Required Knowledge and Abilities

1. Knowledge of purposes, policies, and regulations, rules, general operations, and procedures that govern the Authority's assisted housing programs.
2. Knowledge of the local, state, and federal laws governing public and other subsidized housing programs including tenant selection, landlord/resident regulations, leasing of property and evictions under the Authority's assisted housing programs.
3. Knowledge of local, state and federal community social services and funding sources including knowledge of social trends and economic conditions and their application to overall community service programs including the sources and availability of information relating to

social services with the ability to secure the confidence and cooperation of other public agencies.

4. Knowledge of report preparation techniques and procedures and a demonstrated ability to maintain clerical records and prepare and evaluate professional and technical reports.
5. Knowledge of modern office equipment including but not limited to copiers, personal computers, mainframe terminals, scanners, calculators, facsimile machines, etc.
6. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Authority and HUD in planning, promoting, and evaluating housing and housing related programs.
7. Ability to plan, organize, and schedule work assignments in a timely manner.
8. Ability to prepare and present ideas in a clear and concise manner, both orally and in writing, as well as communicate with people from a broad range of socio-economic backgrounds.
9. Must perform basic mathematical computations.
10. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.

Minimum Education, Training and/or Experience

1. Graduation from high school or equivalent, including technical courses and/or training in Business Administration is highly desirable.
2. Two (2) years experience preferably in an assisted housing program with working knowledge and ability to work with computers.
3. An equivalent combination of education, training, and experience, which provide the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to stoop, kneel, crawl, push, move, or carry objects or materials such as files, computer printouts, reports, calculators, office supplies, etc.
3. Must be able to access a variety of housing structures.
4. Must obtain an Occupancy Specialist Certificate within six (6) months of probationary hire.
5. Bilingual in either English/Spanish or English/Southeast Asian preferred.
6. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case-by-case basis)



Equal Opportunity and Drug-Free Environment Employer

The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply.

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5017, California Relay Service Dial 711