

SCHENECTADY MUNICIPAL HOUSING AUTHORITY

Excellent Career Opportunity

Occupancy Specialist

Spanish Speaking

The Schenectady Municipal Housing Authority is seeking to hire a full-time Occupancy Specialist. This position may be assigned to either Public Housing or The Section 8 Department. This position involves responsibility for maintaining effective communication and relations between the Schenectady Municipal Housing Authority (SMHA) and program participants, landlords and community partners. Job duties include coordinating and analyzing occupancies and vacancies, determining eligibility, and interviewing applicants and tenants.

JOB DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates, records, and analyzes occupancies and vacancies.
- Accepts and records applications for program participation.
- Determines eligibility and priority standards to create a waiting list in accordance with HUD's rules and regulations and SMHA policy.
- Schedules and conducts initial and on-going interviews with applicants/participants to obtain information necessary for program participation.
- May be required to make home visits and obtain information to ensure applicant meets SMHA's standards for tenancy.
- Inspects unit with tenant to verify condition upon move in and verbally makes tenants aware of SMHA's rules and regulations to insure proper maintenance of unit.
- Receives and keeps accurate records of tenant complaints, which may require interviews, home visits and apartment inspections.
- May be required to prepare documentation and assist in Administrative Fair Hearings and court proceedings.
- Maintains effective communication with all community service organizations and advises tenants of different options or services available.
- Attends community events, forums, and workshops.
- Issues parking permits and keeps accurate records of activity.
- Keeps accurate records of tenant activity with regards to vacancies and turnover.
- Communicates with SMHA's Maintenance Department to insure occupancy on a timely basis.
- Enters and retrieves information and HUD reports and forms on SMHA's computer system.
- May be required to make judgmental and/or administrative decisions based on past experience, in the absence of the Director of Development Operations.

MINIMUM QUALIFICATIONS:

(A) Graduation from a high school or possession of a high school equivalency diploma and two years of experience dealing with the public which shall have involved addressing customer complaints.

Note: Study in a regionally accredited or New York State registered college may be substituted for the experience defined by (A) above on a year-for-year basis.

Must be fluent in Spanish.

Compensation and Benefits: Starting Salary - \$53,368.82. In addition there is a \$2,000.00 annual stipend for being bilingual (Spanish speaking). Full benefit package including health, dental and vision insurance, paid leave, and participation in the New York State & Local System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website:

<http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, May 31, 2024

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer