

Rio Arriba County Housing Authority
Vacancy Notice

Rio Arriba County Housing Authority
& Villa del Norte Apartments
737 La Joya St.
P O Box 310
Española, NM 87532
(505) 753-7870

Email: julyn@windstream.net

Position: Rio Arriba County Housing Authority, Occupancy Specialist

Positions Available: 1 **Department:** Rio Arriba County Housing Authority

Opening Date: September 28, 2021 **Closing Date:** Open until filled

Starting Pay: \$14.65 per hour

Rio Arriba County Housing Authority, Occupancy Specialist

General Description: Determines eligibility for public housing & Housing Choice Voucher tenants, maintains waiting lists and prepares required reports; mediates disputes; performs related work as required.

Position Summary: Validating 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 Duties and Responsibilities:

- 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, 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.
- Processes applications for Public Housing & Housing Choice Voucher Programs following HUD and RACHA policies and procedures requirements.
- Selects applicants for occupancy.
- Completes initial leases.
- Administers complaint process through dispute resolution.
- Explains federal regulations and housing authority policies to all tenants and applicants
- Maintains HUD notices and regulations library.
- Advises the Executive Director on all matters pertaining to occupancy, applicant and tenant qualifications.
- Performs as a team member, providing backup assistance for other administrative staff.
- Performs all duties in such a way to comply with federal, state and local laws, regulations and guidelines.

Other Duties and Responsibilities:

- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Federal regulations pertaining to public housing & housing choice voucher eligibility
- Basic bookkeeping & Basic math calculations
- Operation of standard office equipment
- Work effectively with Local human services agencies and resources
- Proper file documentation
- Effective interpersonal relations
- Dispute resolution methods
- Work effectively with a diverse clientele
- Negotiate reasonable resolutions to disputes
- Refer, work with and follow-through with human services
- Establish and maintain effective working relationship with others, employees, and the Public;
- Operate standard office equipment, program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing.

Required Experience and Training

- High school diploma or GED equivalency; and
- One-year experience in public housing and section-8 programs preferred
- Bi-lingual in English and Spanish.
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Preferred Qualifications:

- Three years' experience in a Public Housing Authority.
- Two years' experience with or similar housing program software.
- Three years' experience qualifying, moving in and moving out tenants in property management office.
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Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials, and conduct inspections of rental units;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment and to conduct inspections of rental units.
- Valid Driver's License
- In state & out of state travel required
- Pass Pre-employment drug screen

All employees of the Rio Arriba County Housing Authority, including employees in this position, are "at will" employees. This means that the Rio Arriba County Housing Authority may discontinue employment at any time for any reason. Nothing in this job description conveys nor implies a covenant of employment or a binding contract. All employees may be required to perform such other duties as may be requested.

Selected applicants must complete and pass a pre-employment drug test and possess a valid New Mexico Driver's License.

For more details on duties, responsibilities, and qualifications please contact Lorrie Leyba RAC Housing Director 505-753-7870 or send e-mail to julyn@windstream.net

Starting Pay: As per 2022-23 Rio Arriba County Salary Schedule

The Rio Arriba County Housing Authority is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.

