



Housing Authority
of the
County of Tulare

CLASSIFICATION: OCCUPANCY PROGRAM SPECIALIST

RESPONSIBLE TO: EXECUTIVE DIRECTOR

DEFINITION: Under direction of the Executive Director to be responsible for observance of applicable regulations for all area offices, and the auditing of those regulations; to perform a variety of administrative tasks and related duties as required.

EXAMPLES OF DUTIES: Independently, or in accordance with general instructions, represents the Authority in daily relationships with public and private organizations concerned with public housing; represents Authority in relationships with state and federal agencies involving routine problems; represents Authority at third-party agency audits; advises and assists residents and clients concerning occupancy; explains Authority functions and operational policies to residents and general public; assists in considering problems with Executive Director and in formulating policies; coordinates policy change by informing all employees creates new workflow procedures and training materials to improve efficiency; trains personnel in regulations and maintenance of tenant records; supervises and trains Program Compliance Officer and Applications Office Clerk positions; assists Area Managers in the selection and supervision of office staff; audits work of eligibility clerks; coordinates and facilitates interaction among personnel and programs, including area offices, inspectors, accounting department and in other special areas as directed; assists with preparation of financial reports and budgets; helps initiate appropriate action on delinquent accounts; prepares audit materials requiring analysis of supporting documents; prepares and performs electronic submissions to various governmental agencies; gathers data and prepares reports as required by program regulations; responsible for all aspects of the agency's Hardship Committee meetings; prepares, reviews and signs correspondence; assists in the preparation of legal correspondence and documents for agency attorney; receives referrals of alleged program fraud or abuse and determines whether or not investigation will be conducted; designs forms; provides ongoing software/technical assistance in housing-related matters; and other duties as assigned.

EDUCATION/EXPERIENCE: Equivalent to high school graduation and two years' experience in a supervisory capacity.

KNOWLEDGE OF: Office practices and procedures, with good writing skills; government regulations as they relate to various housing programs.

SKILLS TO: Work independently, self-motivated; ability to employ good judgment and handle problems tactfully; ability to learn quickly; to analyze and summarize accurately.

**Housing Authority of the County of Tulare
Occupancy Program Specialist (Continued)**

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, computer and other office equipment; good eyesight to read/write and visually use a computer screen; strength and flexibility in order to bend, reach, stoop, and lift and carry files weighing up to 30 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

LICENSE/CERTIFICATES: A valid California driver's license.