

Allegheny County Housing Authority
625 Stanwix Street, 12th Floor, Pittsburgh, PA 15222

Position Available: OCCUPANCY COORDINATOR

Posted: January 23, 2017

Definition: This is full-time, 35 hour/week position in the Housing Management Operations Department will assist Site-Based Residential Property Managers with the administration of low-income public housing and/or low income housing tax credit developments in various locations throughout Allegheny County.

Essential Duties:

1. Determines eligibility of households for public, assisted and affordable housing programs.
2. Accurately completes initial, annual and interim certifications of eligibility on a timely basis.
3. Verifies income, assets, deductions and exemptions and completes the automated form HUD 50058 using the ACHA software.
4. Determines eligibility for Low-Income Housing Tax Credit ("LIHTC") properties and completes the PHFA-required Tenant Income Certification (where applicable).
5. Prepares necessary documents and forms, and secures signatures as required to admit new applicants and continue the occupancy of current residents.
6. Meets with applicants and residents to complete initial leasing of units and conducting re-examinations.
7. Assists in and/or shows units to eligible housing applicants.
8. Maintains standardized filing system.
9. Maintains schedules and prepares reports for recertifications and housekeeping inspections.
10. Monitors and maintains site waiting list(s) using both hard copy and automated systems.
11. Assists in the management and oversight of Maintenance Aides.
12. Assists Property Manager in the timely completion and documentation of maintenance activities and work orders.
13. Assists Property Manager, as needed, in the overall operation of the property(ies).
14. Provides a high level of internal and external customer service.

Knowledge, Skills and Abilities:

- Knowledge of Public and Affordable Housing Programs.
- Ability to analyze problems and make accurate decisions.
- Must possess developed organizational and time management skills; knowledge of dispute resolution techniques.
- Must possess excellent mathematical skills.
- Ability to read and interpret documents and write effective communications.
- Ability to adhere to all relevant policies, procedures, rules and laws, including those imposed by the ACHA, HUD, PHFA and applicable government entities.
- Ability to work well with others; must be able to work under the stress of deadlines, to react to change productively and to handle all tasks as assigned.
- Ability to communicate professionally, both verbally and in writing, with customers, clients, contractors and staff.
- Ability to work as a team with all staff within the department and throughout the agency.
- Must have excellent computer skills and be proficient with Microsoft Office software (Word; Outlook; Excel) and Adobe software.
- Knowledge of rules, policies and procedures for LIHTC properties preferred.

Experience and Training:

- High School Diploma, GED or equivalent required; college degree preferred.
- Prior experience working with the public and/or outside customers.
- Familiarity with Public and/or Affordable housing programs preferred.
- Experience in residential property management and/or LIHTC housing experience preferred.
- Familiarity with Elite Software is a plus.

Other Position Requirements:

Must possess and maintain a current, valid PA driver's license, use of a personal vehicle and auto insurance.

Annual Salary: \$33,500

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

An ACHA employment application must be submitted for consideration. Employment applications may be obtained at the ACHA Central Office or on the web at: <http://www.achsng.com/forms/EmploymentApplicationForm.pdf>.

**MAIL APPLICATIONS WITH RESUMES TO ALLEGHENY COUNTY HOUSING AUTHORITY, LEGAL/HR DEPT., 625 STANWIX STREET, 12th FL.,
PITTSBURGH, PA 15222 or EMAIL to hr@achsng.com**

