



Job Announcement

Martin Luther King-Marcus Garvey

Position Title: Occupancy Specialist **Posting Date:** July 14, 2010

Property Name and City: Martin Luther King/Marcus Garvey , San Francisco

Position Type: Full time, Nonexempt

Compensation: Depending On Experience

PROPERTY SUMMARY:

Multi-Family Cooperative (211 Units)

SUMMARY OF THE POSITION:

Reporting directly to the Property Manager, the Occupancy Specialist is primarily responsible for the recertification of all residents and new residents on the property.

DUTIES & RESPONSIBILITIES:

1. Maintain current resident files, conduct mass re-certifications twice a year and complete interim re-certifications, as needed/required.
2. Prepare and issue recertification notices to residents.
3. Prepare and submit monthly vouchers for the property in a timely manner.
4. Conduct interviews, certify incomes and process public record checks for all approved applicants.
5. Send income, asset and landlord verification forms to employers, banks and landlords. Track and process the verification responses.
6. Receive and review monthly CAHI reconciliation reports. Make future voucher adjustments, if necessary.
7. Facilitate and coordinate resident file reviews and audits in preparation of annual MOR's by CAHI.
8. Assist property manager with providing responses to deficiencies identified, if any, during the annual MOR.
9. Receive and review monthly CAHI Reconciliation reports. Make future voucher adjustments, if necessary.
10. Ensure property's compliance with regulations set forth in the HUD Handbook 4350.3, revisions and addendums.
11. Pursuant to the Resident Selection Criteria, assist property manager in evaluation applicants for acceptance.
12. Complete any additional tasks as assigned or delegated by the property manager.

QUALIFICATIONS:

- Must be a Certified Occupancy Specialist.
- Must have at least three (3) years of previous experience in re-certifying residents in HUD subsidized properties with a resident population of more than 100.
- Ability to listen to, understand and speak so that others can understand ideas and information presented verbally. Interviewing skills and techniques are preferred.
- Ability to read, understand, communicate, share information and ideas in writing so that others can understand.
- Substantial experience in performing in a position that demonstrates the ability to multi-task and manage projects while staying organized.



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QUALIFICATIONS: (Continued)

- Thorough knowledge of and comprehension of the regulations set forth in the HUD Handbook 4350.3.
- Substantial experience in working with computers and in various software programs, such as, Microsoft Office programs (Word, Excel and Outlook). Experience in creating computer generated reports as needed.
- Ability to quickly adapt and respond to changes that may occur in a fast paced office.
- Ability to cohesively, as a team member, complete assignments with co-workers and under the directors of the property manager.

Send Resumes To: Anna Lokshina, Property Manager
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