



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** OCCUPANCY PROGRAM SPECIALIST

**RESPONSIBLE TO:** DEPUTY EXECUTIVE DIRECTOR

**DEFINITION:** Under direction of the executive director and deputy 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, trains personnel in regulations and the accurate maintenance of tenant records; audits work of eligibility clerks, analyzing problem areas and recommending solutions; coordinates and facilitates interaction among personnel and programs, including area offices, inspectors, the accounting department and in other special areas as directed; prepares occupancy reports as required by program regulations; helps initiate appropriate action on delinquent accounts; advises and makes recommendations to his/her supervisor concerning matters involving policy changes; advises and assists residents and clients concerning occupancy; explains Authority functions and operational policies to residents and the general public; and performs related duties as required.

**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.

**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.