



## Baranof Island Housing Authority

245 Katlian Street, Sitka, Alaska 99835

(907) 747-5088

POSITION TITLE: Admissions and Occupancy Specialist

STATUS: Full-time Permanent, Non-exempt, Salaried

SUMMARY: Provide administrative support for BIHA Housing Department.

AUTHORITY: Supervised by the Housing Manager.

### POSITION DUTIES AND RESPONSIBILITIES:

Answer questions and assist applicants in providing complete applications supported by all required documentation.

Ensure all necessary forms for verifications are sent to applicants and subsequently received by BIHA, or verification provided by applicant in the form of statements, and included in application packet prior to submission to the Housing Manager for screening. Update applicant files as required by BIHA housing policies.

Notify applicants in writing of their eligibility status. Maintain eligible applicant filing system. Maintain computerized waiting lists of eligible applicants for programs administered by BIHA, updating as needed.

Ensure each applicant and client file contains the required release forms with a valid signature.

Develop and maintain a system for client re-certification on an annual basis. Accurately verify income and family status, track all pertinent correspondence.

Generate and mail monthly billing statements, assess late fees, report delinquent accounts to Housing Manager and follow-up with notices.

Coordinate with Maintenance Department regarding annual, periodic, move-in, and move-out inspections.

Perform other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

High School Diploma or GED.

Three years of general office experience including performing program related eligibility, data processing, and file maintenance. College or business school training may be substituted for required experience on a year-by-year basis.

Strong computer skills necessary to operate the tenant account system, maintain the record-keeping system. Possess a good working knowledge of spreadsheet programs.

Basic knowledge of accounting.

Possess the ability to work independently with a high degree of accuracy and attention to detail in an atmosphere of frequent interruptions.

Possess the ability to read, accurately interpret, and implement operating procedures and policies, federal regulations, and handbooks.

Possess the ability to develop new skills quickly and adapt to new situations and changes in the industry.

Possess the ability to deal with the public and other employees with courtesy, tact, and good judgment.

Possess the ability to maintain confidentiality regarding programs and clients.

PREFERRED QUALIFICATIONS:

Housing industry-related certification.

Experience delivering Indian housing programs and services.

WORKING CONDITIONS:

Baranof Island Housing Authority maintains a drug free and smoke free workplace.

OTHER REQUIREMENTS:

Must possess a valid Alaska driver's license. No DWI's or DUI's or other suspension of license within the last 10 years.

Mandatory drug screening is required prior to hiring and random screening will be performed during employment.

Applicant is subject to criminal background check.

GRADE LEVEL: Grade 3 - 4

NOTE:

This job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Baranof Island Housing Authority (BIHA) reserves the right to revise this job description at any time.

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.