

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER
P.O. Box 1390
Bessemer, AL 35021-1390

Housing Specialist:

The Housing Authority of the City of Bessemer, AL is seeking an individual to fill the position of Housing Specialist.

This is highly responsible work related to the Authority's Section 8 Assisted Housing function. The incumbent is responsible for the management of all activities related to the Section 8 Program. Reporting to the Assisted Housing Director, this position is responsible for eligibility, leasing, continued occupancy, termination and inspection of all participants and properties in the program. The incumbent is also responsible for the programmatic performance of their assigned allocation of vouchers. Work assignments are received in the form of broad objectives and performance expectations with minimal direction in day-to-day operations.

QUALIFICATIONS:

A minimum of five years experience administering Voucher Programs or any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience with Yardi a plus.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

The Housing Authority of the City of Bessemer is a Drug Free Workplace.

TO APPLY:

SUBMIT RESUMES TO:

The Bessemer Housing Authority

Attention: Human Resources

P.O. Box 1390

Bessemer, AL 35021-1390

Or email to mgallups@besha.org

Deadline for applications is February 8, 2018

NO PHONE CALLS WILL BE ACCEPTED