

## **LEASING SPECIALIST**

The Superior Housing Authority is currently accepting applications for the position of Leasing Specialist. Come join a team of committed, compassionate, and performance driven group of individuals that strive to make a difference in the community.

This is a full-time position with competitive pay, plus up to \$30,000 annual benefit package which includes: Health, Life, AD&D insurance; and State pension with employer matching contribution. Additional benefits include: vacation, sick, personal leave and eleven paid holidays.

A full job description and minimum job requirements are available on our website at [www.superiorhousing.org](http://www.superiorhousing.org).

If you would like to join our team submit your cover letter, resume, and your salary expectation to: Rhonda Berg, Confidential Office Manager, Superior Housing Authority, P.O. Box 458, 1219 North Eighth Street, Superior, WI. Deadline is 12:00 p.m., Monday, August 22, 2022.

The Superior Housing Authority is an equal opportunity employer. Women and minorities are encouraged to apply.

**HOUSING AUTHORITY OF THE CITY OF  
SUPERIOR, WISCONSIN  
JOB DESCRIPTION**

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**Title:** Leasing Specialist  
**Department:** COCC  
**Reports To:** Property Manager/Compliance Officer  
**Prepared Date:** August 12, 2022

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**SUMMARY:** To be the first contact with the public whether in person or on the telephone. Present a professional and helpful demeanor while helping the public with needs and questions. Direct inquiries to appropriate staff as necessary. Schedule appointments, provide general administrative assistant services, data entry, and leasing and occupancy functions. The following are considered essential functions for the job:

**DUTIES:**

- A. Performs compliance, leasing and occupancy duties for housing.
1. Answer telephone, greeting guests, referring inquiries to appropriate staff.
  2. Explain available programs to the public.
  3. Explain rules, regulations, procedures and inquiries regarding the SHA to applicants, clients and/or visitors; assists in resolving issues, complaints and /or referral to appropriate staff.
  4. Ensure leasing and occupancy compliance with any applicable project funding program including, but not limited to IRS Section 42 Low Income Housing Tax Credit program, HOME program, and state housing agencies.
  5. Ensure the appropriate number of new applicants are pulled to achieve high occupancy;
  6. Gather eligibility information of new applicants (including references, criminal checks, income, assets and deductions) and notifies applicant of decision;
  7. Completes established and required processing procedures as it pertains to leasing, annual recertification and prepares addendum or lease contract as necessary. Reexamines tenant income and status annually or as required.
  8. Assists with client orientation interviews, shows unit to prospective clients, ensures the client is informed of program rules and options, completes established and required procedures; processes and executes leasing documents.
  9. Submits data to accounting staff for processing.
  10. Assists in researching, developing, maintaining and revising department forms, procedures and control systems as needed.

11. Submits monthly/annual reports as required, corrects errors for resubmission and retains documentation.
12. Assists with monitoring rent payments and other charges.
13. Prepare and process Accounts Payable.

**B. Develops and maintains effective working relationships**

1. Develops and maintains good working relationships with SHA staff, residents, and the public.
2. Develops and maintains rapport with landlords and tenants; keeping them informed of program rules, regulations, options, lease provisions, and contract provisions.
3. Establishes and maintains effective working relationships with human services and other agencies.

**C. Performs other duties as assigned.**

Note: The above is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties, and skills required for this position. Any information acquired through employment at the Housing Authority of the City of Superior, WI is to remain confidential.

**QUALIFICATIONS/REQUIREMENTS:**

**A. Knowledge, Skills, and Abilities:**

1. Computer skills must include the ability to input and assemble data, compile reports, and establish tracking systems.
2. Knowledge of property management, housing rules, regulations, policies, inter/intra agency resources, and all leasing documents.
3. Knowledge of the housing rental market, tenant and landlord rights, human service resources and other public agencies.
4. Knowledge of applicable laws and regulations regarding privacy and confidentiality, and the ability to implement laws and regulations.
5. Ability to discern, discuss, and disseminate information.
6. Ability to execute accurate math computations, basic bookkeeping skills, good keyboarding skills, and learn various types of electronic and manual recording and information systems used by the department.
7. Ability to express information and instructions clearly, accurately and professionally, whether by phone, email, letter, or personal contact.
8. Ability to exercise good judgement, perform work in a courteous and diplomatic manner, and establish and maintain harmonious working relationships.
9. Ability to work effectively with people of all social and economic

backgrounds.

10. Ability to promote housing programs.
11. Ability to initiate work projects, work independently, organize workload and manage time effectively.

**B. Education/Experience**

1. Two years post-secondary education in areas relevant to job duties; and
2. Two years job related work experience; or
3. Any combination of education and/or work experience as may be acceptable by the Executive Director.

**C. License or Certification: Valid Driver's License required.**

1. A valid driver's license and driving history found acceptable by SHA's insurance provider.

**PHYSICAL REQUIREMENTS:**

2. Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, walking, pulling, lifting, fingering, grasping, talking, hearing, and performing repetitive motions.
3. Must be able to perform sedentary work exerting 20 pounds of force occasionally and 10 pounds frequently.
4. Must be able to possess the visual acuity to prepare and analyze data and figures, view a computer terminal, and do extensive reading.
5. Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.