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## Housing Specialist

### Summary

Performs the necessary leasing and occupancy functions and ensures the physical and financial integrity of the assigned projects and programs.

### Duties

Performs leasing and occupancy duties for housing and rent subsidy programs.

1. Completes established and required processing procedures as it pertains to leasing; prepares and executes addendum or lease contract as necessary; calculates rent; reexamines tenant income and status annually or as required.
2. Conducts briefing interviews for prospective program participants to build informal support networks; shows unit to prospective clients; ensures the client is informed of program rules, regulations, program options, and lease terms; assists in locating and leasing suitable housing; completes established and required procedures; processes and executes leasing documents.
3. Investigates, mediates, reviews, and processes cases involving resident disputes, fraud cases, and lease/program policy violations; schedules, attends, and participates in hearings, evictions, and other housing related meetings as necessary.
4. Submits data to accounting staff for check or statement processing.
5. Assists in researching, developing, maintaining, and revising department forms, procedures, and control systems as needed.
6. Recommends advisory or referral programs to clients.
7. Monitors rent payments and other charges.

Develops and maintains effective working relationships.

1. Develops and maintains good working relationships with HRA 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.

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

Housing and Redevelopment  
Authority of Duluth, MN

### Job Location

222 East 2nd Street, Duluth

### Working Hours

8:00 AM – 4:30 PM, M – F

### Base Salary

\$ 23.41 - \$ 26.97

### Date posted

06/30/2022

### Anticipated Starting Date

ASAP

### Submit applications to:

Anna Carlson

Senior Executive Assistant

[acarlson@duluthhousing.com](mailto:acarlson@duluthhousing.com)

information acquired through employment at the Housing and Redevelopment Authority of Duluth is to remain confidential.

### **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, 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.

### **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 as equivalent by the Executive Director.

### **License or Certification**

1. Valid Driver's License (required).

### **Physical Requirements**

- A. Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.
- B. Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and 10 pounds frequently.
- C. Must be able to possess the visual acuity to prepare and analyze data and figures, view a computer terminal, and do extensive reading.

D. 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.

### **Benefits and Wages**

The HRA offers a competitive wage starting at \$23.41 per hour. The benefit package, in the current contract, includes health, dental, flexible spending plan, life insurance, long term disability insurance, vacation, holiday, personal, and sick leave, as well as an employer paid retirement plan.

### **Application Submission**

Applicants must submit a completed HRA Employment Application (see download link on this page) and return to the HRA Central Office, 222 East Second Street, Duluth, MN 55805.

Candidates selected for interview will be notified by email or phone.

All Applicants will receive consideration for employment without regard to race, color, creed, religion, sex, national origin, age, disability, familial status, marital status, receipt of public housing, sexual preference, political affiliations or participation in our local human rights commission.

NOTE: ALL APPLICANTS WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO MEET THE MINIMUM QUALIFICATIONS.