POSITION DESCRIPTION

POSITION TITLE: Leasing/Occupancy Specialist

PAY RANGE/GRADE: commensurate with experience/Grade 5

ESSENTIAL FUNCTIONS: The Leasing/Occupancy Specialist will be responsible for carrying-out and completing the essential work of applicant screening, home inspection, leasing and occupancy related functions for Bickerdike’s rental and/or co-op housing, as well as maintaining the lowest vacancy rates possible. In all instances the Leasing/Occupancy Specialist will perform in accordance with and be committed to the Bickerdike mission.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of this job, the employee is regularly required to talk, hear, sit, use hands, reach with hands and arms, stand walk, climb and lift and/or move up to 10 pounds.

RESPONSIBILITIES

1. Maintain and carry-out the application and leasing process for persons seeking rental/coop housing including, but not limited to: screening applicants for vacant units based on predetermined tenant selection criteria, preparing eligible cases to be presented to the tenant selection and appeals committees, marketing, showing apartments, preparing leases and move-ins and maintaining an adequate number of screened and selected cases to ensure maximum occupancy.

2. Ensure completion of all required items and documentation related to the applicant screening process including but not limited to landlord verifications, home visits, income certifications, credit and criminal background checks, carrying out diligent follow up with all relevant individuals/entities as required.

3. Carry out and ensure occupancy related duties for occupied units including maintaining, updating and processing all current resident information, lease renewals, tax credit compliance, annual home inspections, annual re-certifications and move-outs.

4. Ensure that all policies and procedures related to leasing and occupancy are adhered to and ensure that all applicant files are reviewed by the Property Manager prior to submission to the Selection or Appeals Committees and that all resident leases are reviewed by the Property Manager prior to lease execution/signing.

5. Coordinate and carry out annual inspections and all required follow-up duties including taking warranted action such as filing work orders, billing, etc. in relation to tenant damages noted during annual inspections and/or re-inspection in cases of bad housekeeping or failed inspections.

6. Coordinate and carry out all duties related to assigned waiting lists, in coordination with the Property Manager, including but not limited to: maintaining accurate and up to date status information, ongoing tracking of move-ins, move outs and transfers, all aspects of the annual updating process and all duties related to wait list re-openings.

7. Prepare and submit to Property Manager all required reporting to owners, governmental agencies, funding agencies and others as appropriate prior to due dates.
8. Maintain and utilize established electronic and paper record keeping systems and documents in accordance with internal protocol, HUD, IHDA, tax credit and other regulatory guidelines and requirements including but not limited to tenant files, rent rolls, annual inspections, required recertification forms, and Class 9 forms.

9. Staff the Selection Committee, Appeals Committee and other committee meetings as appropriate.

10. Ensure maximum occupancy rates and the lowest achievable vacancy rates, minimizing rental income loss to properties.

11. Report tenant problems/concerns/complaints to the Site Manager.

12. Perform other relevant duties as assigned.

**QUALIFICATIONS:** Minimum of 3 years of related Leasing/Occupancy Specialist experience. High school diploma or equivalent required. Must have or be willing to obtain Leasing Agent License. Bilingual English/Spanish a plus. Low Income Housing Tax Credit experience needed. Good communication, writing, computer and organizational skills necessary. Must be able to work with persons of various ethnic and economic backgrounds. Willing to work flexible hours. Must have access to car, valid driver's license and proof of insurance for work in field. West Town, Humboldt Park, Logan Square and Hermosa residents preferred.

**REPORTING RELATIONS:** Under the general supervision of the Site Manager. In the absence of this supervisor, shall report to the Property Management Supervisor.

**POSITION CLASSIFICATION:** Exempt

Bickerdike is an Equal Opportunity Employer
Drug Free Workplace

(03/05/13)