

Housing Specialist

Monthly Salary Range: \$5,359.25-\$6,430.13/month + benefits

The Housing Authority of the County of Alameda (HACA), located in Hayward, is currently recruiting for the classification of Housing Specialist. The primary responsibilities of the position include a variety of leasing functions such as issuing vouchers to housing applicants/participants, preparing Housing Assistance Payment contracts, negotiating rent and reviewing leases for compliance; processing rent increases and adjustments; explaining housing programs to applicants, landlords and participants; providing assistance regarding housing programs and applying relevant policies and procedures.

Requires: A minimum of education equivalent to the 12th grade and 5 years of responsible experience working with or for assisted housing programs, social services programs, property management or other housing-related fields.

Application Process: All applicants *must* fill out a HACA employment application and submit responses to the supplemental questionnaire before consideration can be given. To download the HACA employment application & supplemental questionnaire, visit our website at **www.haca.net**. For assistance, call HACA's HR department at 510-727-8518.

Closing Date: January 31, 2023, at 11:59 P.M.



www.haca.net