

JOB POSTING

Housing Choice Voucher Occupancy Specialist

Sandusky Metropolitan Housing Authority (Sandusky MHA) seeks a qualified Occupancy Specialist to administer the Housing Choice Voucher Program in Sandusky and Ottawa counties. Responsibilities include: wait list management, tenant screening, leasing, rent calculation, inspection scheduling, administrative functions, and other case management assignments. Applicant must have computer skills, office knowledge, and must have excellent communication with all contacts. High school graduate or equivalency required. Must possess a valid Ohio Driver's License. Pre-employment fingerprinting and physical/drug screen is mandatory. Position offers a generous amount of paid holidays, paid time off, insurances, and public retirement.

Sandusky MHA will accept resumes until the position is filled. Please submit resume to the Executive Assistant, mbahnsen@eriemetrohousing.org. No phone calls.

EOE