

JOB ANNOUNCEMENT

Department: Administration and Operations

Position: Occupancy and Property Specialist

Rate of Pay: \$20.26/ hr

Fulltime: FTE .80/ 32 hours/week

Benefits: Eligible for full benefits

Closing Date: June 15, 2026

Position Summary: The Occupancy and Property Specialist assists the Executive Director with overall management, operations, and admissions for the Agency's conventional public housing programs and provides regular reports on occupancy status. This role oversees lease enforcement, applicant wait lists, move-in and move-out procedures, annual and midterm reviews, and evaluation of household composition and income.

The Occupancy and Property Specialist conducts regular property walk-throughs, inspecting properties for resident compliance and working closely with maintenance staff. Responsibilities include conducting annual NSPIRE inspections, reviewing work orders, and ensuring resident charges are applied correctly. The Specialist collaborates with the fiscal department to review late rents and files in court as required for non-payment of rent and/or lease violations.

This position applies a person-centered approach when working with residents, offering support and referrals to the Resident Services Coordinator as needed. The Specialist schedules and participates in monthly pest control and housekeeping inspections. The role is responsible for ensuring the Agency receives at least a satisfactory rating concerning HUD agency scoring systems such as the Public Housing Assessment System (PHAS) and other future HUD-required evaluation systems by working closely with maintenance and residents.

Qualifications: Bachelor's degree in business, Public Administration, or Social Sciences from an accredited college or university and at least three (3) years of progressively responsible experience in management or in an administrative capacity in property management or low-income housing or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

Desired Competencies, Skills, and Abilities:

- Ability to work independently with strong teamwork and collaborative working skills
- Strong project management, time management, and planning skills, with a demonstrated ability to take initiative to drive work forward
- Excellent written and verbal communication and listening skills
- Commitment to implementing principles of diversity, equity, inclusion, and accessibility.
- Attention to detail and ability to be agile and flexible in a fast-paced working environment.
- Skillful in technology with familiarity and strong ability to use Microsoft Word, Google Suite, and learn new software applications and devices.

How to Apply: Interested applicants can view the full job description and obtain an Employment Application and Authorization for a Criminal Background Check online at <https://www.frostburghousing.org/employment.aspx>.

Resume and Application documents are to be submitted to:

Email: admin@frostburghousing.org

-OR-

Physical Address/USPS:

The Housing Authority of the City of Frostburg
c/o Employment Search
101 Meshach Frost Village
Frostburg, MD 21532

The Housing Authority of the City of Frostburg is an Equal Opportunity and Drug-Free Employer