

Berkeley Housing Authority, in Berkeley, CA, has a job opening for a Housing Occupancy Manager. Qualified candidates are invited to send a cover letter and resume to bhahr@berkeleyca.gov. We have a strong preference for candidates that have in-depth knowledge and experience with Wait List management.

Job Location: 1947 Center St. Berkeley, CA 94704 (Onsite)

Job Type: FT/Exempt/Union

Posting Date: March 27, 2026

Closing Date: April 6, 2026

Berkeley Housing Authority (BHA)

BHA HOUSING OCCUPANCY MANAGER

DEFINITION

Under direction, plans, organizes and supervises the Federal Housing and Urban Development (HUD) Section 8 housing assistance and rental subsidy programs operated by the Berkeley Housing Authority; supervises occupancy and inspection operations and provides professional program development activities; performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class is responsible for planning, organizing, and directing the programs and activities of the Occupancy Section of the Berkeley Housing Authority. The incumbent supervises staff, and has management responsibility for occupancy and inspection functions, which administers rental subsidy programs including: applicant intake, eligibility determination, annual reexaminations, voucher issuance, negotiation and execution of lease and contract documents, the inspection and re-inspection of Section 8 housing units, and customer service functions. The Housing Occupancy Manager identifies, coordinates, and completes professional-level projects related to policy formulation and program development and outreach, and implements strategies to meet the changing needs of the Housing Authority's client groups. This class is distinguished from the executive Director of the Berkeley Housing Authority Manager in that the latter has overall management responsibility for all Housing Authority activities, which include administration, budget, quality assurance, asset management, housing assistance programs, and compliance with HUD requirements.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignments) and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Administers federal, state, and local rent subsidy programs, ensuring the provision of appropriate services to tenant and owner clients in accordance with federal, state, and local regulations, Board policies, and administrative regulations and procedures;

- 2: Establishes and monitors corrective measures to ensure compliance with HUD regulations, BHA polices and to improve quality;
3. Manages the initial and annual inspections of Section 8 housing units to determine whether units meet the housing quality standards set by HUD;
4. Plans, organizes, assigns, directs, reviews, and evaluates the work of professional, technical, and administrative support staff, and participates in the selection, training, and discipline of staff;
5. Identifies, develops, and monitors staff responsibilities and activities to ensure continued . development and improvement of workflow processes;
6. Solicits prospective landlords and owners to participate in the Section 8 Housing Choice Voucher Program;
7. Prepares reports for submission to HUD and the Berkeley Housing Authority Board;
8. Assists the Executive Director in program development and outreach, and implementation strategies to meet the changing needs of the Authority's client groups;
9. Handles difficult landlord cases and resolves difficult situations;
10. Develops and maintains relationships and collaborations with a variety of related organizations to provide excellent customer service; and
11. Performs related duties as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation and work standards;
2. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline;
3. Housing Authority programs and operations, including Section 8 housing programs, quality standards, and eligibility requirements;
4. Federal and state housing programs, laws and regulations, including owner and tenant eligibility requirements; and
5. Housing needs and social and economic problems of low and moderate-income families.

Skills in and ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of assigned staff,
2. Select, motivate, and evaluate staff and provide for training and professional development;
3. Develop and implement goals, objectives, policies, procedures, and work standards and internal controls;
4. Exercise sound independent judgment within general guidelines;
5. Prepare, clear, concise, and complete reports and other written correspondence;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Resolve conflicts in a precise and timely manner; and
8. Present ideas and recommendations in a clear, tactful, and effective manner.

OTHER REQUIREMENTS

Must have a valid California driver's license and have a satisfactory driving record. This classification may require the ability to travel within and outside of the city limits to perform assigned duties and responsibilities. This classification requires an ability to work variable hours including evenings, weekends and holidays as may be needed to perform assigned duties and responsibilities.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major course work in public or business administration, social work, or related field and three (3) years of progressively responsible direct customer service experience in a housing or social service setting, of which at least two (2) years included supervisory responsibility. Experience in public housing, and with automated customer services systems and technical assistance systems are desirable.