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| http://agency.governmentjobs.com/agencypageassets/boulder/Boulder_County_logo1.png |
| **BOULDER COUNTY COLORADO****invites applications for the position of:** **Occupancy Assistant**Boulder County is a forward-thinking community with just under 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service. |

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| **SALARY**

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|  | Monthly$3,102.00 - $4,468.00  | Annually$37,224.00 - $53,616.00  |

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| **OPENING DATE:** 02/18/16  | **CLOSING DATE:** 03/04/16 11:59 PM  |

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| **DESCRIPTION:**  | Boulder County's Department of Housing and Human Services has an opening for a full-time Occupancy Assistant (OA1) to administer a Section 8 caseload of approximately 240 clients. The caseload includes oversight of Housing Choice Vouchers. This is currently a term position with an anticipated duration of three years with the potential to become a permanent position depending on future funding.  |
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| **EXAMPLES OF DUTIES**  | Duties associated with managing a caseload include: performing annual and interim recertifications; establishing and maintaining case files; obtaining, utilizing and monitoring HUD required reports to ensure compliance with HUD requirements; performing HQS inspections; performing data entry and creating reports; assisting clients in finding solutions to housing related problems; providing referrals for resources when appropriate; and performing related duties as assigned.  |
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| **REQUIRED QUALIFICATIONS**  | Education: High school diploma or equivalent. Experience: Two years of related human service programs experience. Additional related education may count towards required experience. Preference will be given to candidates with experience providing case management to low-income clients in a housing environment. Knowledge of HUD rules and regulations is also preferred. Experience working with diverse populations and knowledge of the local human service community is desirable. Job offer is contingent on passing a criminal background investigation. Must have a valid driver's license, a good driving record and current automobile insurance. |
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| **SUPPLEMENTAL INFORMATION**  | Physical Requirements Primarily sedentary physical work requiring ability to lift a maximum of 40 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public. From "Dictionary of Occupational Titles", U.S. Dept. of Labor: Occasionally: activity or condition exists up to 1/3 of the time. Frequently: activity or condition exists from 1/3 to 2/3 of the time. Constantly: activity or condition exists 2/3 or more of the time. |

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PLEASE VISIT OUR WEBSITE AT [WWW.BOULDERCOUNTY.ORG](http://WWW.BOULDERCOUNTY.ORG) TO COMPLETE AN ONLINE APPLICATION BY March 4, 2016.