HACFL
HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE

EMPLOYMENT OPPORTUNITY

November 10, 2026

OCCUPANCY SPECIALIST - SECTION 8

The Occupancy Specialist performs complex administrative work of considerable responsibility. Work involves frequent public contact in which administrative/disbursement of federal funds decisions are made, complex regulations are explained, and technical information is analyzed. Most work is performed independently.

REQUIREMENTS:

- Education equivalent to a two-year degree from a regionally accredited institution in Public Administration, Social Science, or a closely related field. A minimum of one year of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Alternatively, two years' experience in a social services or administrative role will satisfy the requirements.
- Certification in Section 8 Housing Choice Voucher Eligibility, Occupancy and Rent Calculation is required within six months to one year for continued employment.
- Must have excellent customer service and organizational skills, be able to interpret/apply rules and regulations, analyze situations accurately and take effective action.
- Must be proficient in typing, mathematical computations, and computer skills.
- Ability to communicate in English, Creole and/or Spanish preferred.

Starting Salary Range: $46,573 – 62,380
Excellent Benefits Package
Open Until Filled

Qualified candidates should **FAX or E-mail** their resume and a letter of interest to the Human Resources Department.

Fax 954-556-4122/ or E-mail jobs@hacfl.com
NO PHONE CALLS OR WALK- INS

EQUAL OPPORTUNITY EMPLOYER