



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

July 24, 2026

The Housing Authority of the City of Pueblo has an opening for the position of:
Occupancy Manager.

This is a full-time exempt/salaried position with a starting rate of \$70,720 annual.

Please review the attached job description and qualifications carefully before
completing the application.

There is a separate, shorter application available for currently active employees
interested in this opportunity.

Applications may be obtained at the Central Management Facility, 201 S. Victoria
Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

Job posting will remain open for 7 business days.

Date: 07/2026
Job Title: Occupancy Manager
Status: Full Time Exempt/Salaried



General Purpose

The Occupancy Manager is responsible for the successful day-to-day operations of the occupancy department. Ultimately accountable for planning, organizing, coordinating and the direction of duties and efforts that guarantee an efficient and fair application/intake and re-certification process of some housing programs.

Supervisory Responsibilities

The Occupancy Manager directly supervises and manages the receptionist, occupancy technicians, intake technicians and housing management technicians of the Housing Authority of the City of Pueblo.

Essential Duties & Responsibilities

- Responsible for public notification and recruitment of potential applicants while overseeing housing wait lists in accordance with applicable guidelines, rules and regulations while aligning HACP policy accordingly.
- Establishes, manages and enforces policy and procedure on the occupancy/intake function for all programs.
- Manages and oversees all wait list compliance, including, but not limited to determination of eligibility, wait lists, purges, contact letters and the maintenance of files/information required for all programs.
- Monitors current HACP Admissions, Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan (ADMIN PLAN), to provide for timely revision in accordance with federal regulation for all programs.
- Manages an effective method and schedule for all occupancy and housing management technicians to maintain timely and compliant annual or interim recertifications as needed to ensure compliance with all programs.
- Coordinates quality control audits with the staff members and responds appropriately with corrective action or accolades to occupancy and housing management technicians.
- Prepares and submits various reports, and statistical information to the Executive Director, Assistant Executive Director, Board of Commissioners, HUD, CHAFA or other groups concerned, investors or organizations as needed.

- Verifies the collection of security deposits and rent and prepares accurate and timely rent rolls or rent/subsidy verifications for accounting.
- Responds to HUD/CHFA or other internal or third-party reviews, and audits as needed.
- Manages front desk receptionist coverage schedule utilizing employees of the occupancy and Section 8 department to cover breaks, time off or other unexpected needs.
- Responsible for the execution and review of property leases with tenants and coordinating the move-in process with property managers.
- Provides support, training and a work culture that fosters excellent customer service to tenants and quality work for HACP.
- May attend training seminars and conferences which could require overnight travel.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Drivers' License in good standing required.
- High School Equivalency education, with demonstrated advanced training in leadership and management required.
- Relevant property and leasing management experience required.
- Demonstrated ability to manage effective tenant relations required.
- Demonstrated experience working with and managing a team of employees, as well as performance management required.
- Demonstrated experience of property management and tenant relations required.
- Bachelor's degree in management or business administration preferred.

General Knowledge & Qualifications

- Comprehensive knowledge of Housing Authority operating policies and procedures pertinent to HUD regulations, modern principles and techniques of public housing management and HUD rules and regulations pertaining to public housing management and pertinent HUD regulations.
- Knowledge of modern principles, practices and techniques of public housing authority management
- Comprehensive knowledge of Housing Authority operating policies and procedures pertinent to CHFA regulations and requirements.
- Comprehensive knowledge of the relationship of the HACP to other federal, state and local jurisdictions and their abilities to provide funds or other support to the Housing Authority.
- Knowledge of federal, state and local laws and regulations pertaining to public housing authorities.
- Experience with modern principles, practices and techniques of budgeting and accounting.

- Ability to establish and maintain effective working relationships with subordinates, co-workers, business contractors, appropriate departments of the City, Police, Fire and Health departments.
- Ability to prepare clear and concise narrative and statistical reports.

Materials & Equipment Used

- Standard Office Equipment.

Working Environment & Physical Responsibilities

- Majority of work in-office, occasional travel may be required.
- Physical exertion, stooping, bending, kneeling.
- Lifting, transferring or pushing/pulling heavy objects frequently up to 20-30 pounds, occasionally up to 30-50 pounds.
- May be exposed to chemicals, unknown hazards while dealing with the public.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees within this classification.