



EXTERNAL NOTICE OF POSITION OPENING

KNOX COUNTY, ILLINOIS 08/21/2026

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. The KCHA is the largest owner of rental housing in Knox County, providing homes to over 1,300 people. We currently have 424 units in our public housing portfolio - 228 single, elderly, and disabled units, 196 units of family housing, and 138 units of multi-family housing. The agency also oversees 200 Housing Choice Vouchers that allow low-income families to rent from private landlords throughout the jurisdiction.

OCCUPANCY SPECIALIST – MOON TOWERS/BLUEBELL

The Occupancy Specialist will have overall responsibility for maximizing the utilization of available housing resources through "front office" clerical and program-specific functions for the public housing programs at assigned locations including office and phone reception services, interviewing and processing applications for all continued occupancy, maintaining waiting lists, obtaining verifications related to continued occupancy (income/assets/expenses/family composition), conducting all recertification processes (annual and interim), accurately calculating tenant rent, and other related tasks that support the goals and objectives of the Knox County Housing Authority. This position will be a primary point of contact for applicants, program participants, participant families, other social service agencies or community organizations, employers, KCHA staff, neighboring housing authority staff, HUD staff, and the general public. Leasing units, maintaining continued occupancy, and enforcing the lease are primary functions of this position.

A full job description is available at the Central Office Cost Center. Interested candidates are encouraged to submit a resume and letter of interest to Property Manager Brandi Watkins no later than Friday, September 4, 2026 by 4:30 p.m. Application documents will be accepted in person, mail, fax, or email. Should applicants have questions regarding this posting, please contact:

Brandi Watkins, Property Manager
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
bwatkins@knoxhousing.org
(309) 342-8129, extension 1220

The KCHA is proud to be an equal opportunity workplace.

