

The Housing Authority of the County of Contra Costa (HACCC) is the largest of three public housing agencies serving residents of Contra Costa County and for more than 50 years has served low-income residents of the County by providing safe and decent housing. HACCC currently manages 1179 units of public housing in 15 public housing sites located throughout the county and is committed to providing first-rate property management services to all the public housing residents served in Contra Costa County.

### **The Position**

We are currently searching for candidates with strong property management experience and skills to fill a vacant Housing Manager position. The successful candidate will be charged with ensuring the successful daily management and long term performance of one of three portfolios of regionally-based housing sites. The incumbent will be responsible for the operating and maintenance performance of their assigned properties. The properties are managed in accordance with applicable federal, state and local laws and regulations, and HUD Asset Management requirements. This is accomplished through, but not necessarily limited to accurate budgeting, and fiscal planning, timely rent collection, marketing and leasing; processing and monitoring regional-based supplies and service purchasing; successful completion of on-going maintenance and grounds work and vacant unit turnover all within available resources. The Manager supervises a team of property operations and maintenance staff to ensure successful realization of their regional property management responsibilities and goals.

### **Ideal Candidates**

The ideal candidates will have any combination of education and experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities. An ideal candidate's qualifying background would include the following experiences and abilities:

- Three years of successful multi-site property management.
- Experience managing multi-family properties that are covered by HUD regulations or that housed families receiving HUD subsidies.
- Working knowledge of principles and practices of property management record keeping.
- Demonstrated proficiency in Property Management Software, proficiency with the YARDI Software system is highly desirable.
- The ability to develop a sense of community amongst staff and residents by modeling a positive customer service attitude that demonstrates an understanding and sensitivity to residents with different cultural backgrounds, economic status and those with special needs.
- Model adherence to federal and state Equal Employment and Equal/Fair Housing Opportunity requirements.

- Strong ability to communicate clearly in English; including excellent spelling, grammar, and punctuation; both orally and in writing.
- Ability to speak and understand Spanish and/or other languages used in Contra Costa County is desirable;
- Demonstrate proficiency in Microsoft software such as Excel, Word and Outlook email.

### **Compensation and Benefits**

**Compensation: Monthly \$4,607 – \$5,573 depending on qualifications**

#### **Current benefit package features include:**

- All employees of the Housing Authority work a 9/80 work schedule with office closures every other Friday
- Monthly health benefits contribution for employees/dependents to help defray medical and dental insurance costs; health insurance expenses are paid with pre-tax dollars.
- Ten (10) hours per month accrued for vacation leave during first 10 years of employment, accrued leave hours increase in the eleventh year.
- Eight (8) hours per month accrued for sick leave.
- Twelve paid holidays.
- Management staff receive 60 hours of Management leave for use during the calendar year. This leave is not accrued to the next year.
- Bilingual bonus of \$100.00 per month upon passing a qualifying test.
- Contra Costa County employment retirement (CCCERA) including 2% @ 55;
- Housing Authority paid life and AD&D insurance.
- Housing Authority paid Long Term disability insurance; voluntary employee-paid Short Term disability insurance through Colonial Insurance.
- Access to voluntary Deferred Compensation Plan (457 plan) through Hartford Insurance;

To be considered, a candidate must submit a completed Housing Authority application found on our website [www.contracostahousing.org](http://www.contracostahousing.org) under the 'About Us' tab in the Employment section and submit it by 4:30 p.m., February 13, 2012 to:

- [ftrant@contracostahousing.org](mailto:ftrant@contracostahousing.org) (PDF version of signed application)
- In person to the HACCC Receptionist at: 3133 Estudillo Street, Martinez, CA 94553
- By mail to: Human Resources, HACCC, P.O. Box 2759, Martinez, CA 94553

NOTE: an application must be completed in its entirety, signed and while it may be accompanied by a current resume, any candidate writing "See Resume" without submitting a completed and signed application form will cause the application to be disqualified.

Closes 2/13/12

**Public Housing Manager: Selection Process 12-03**

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All complete application packages must be received by the closing date and time to be considered. Packages with postmarks of February 13, 2012 and received late will not be considered.

**THE HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER**