

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA
3133 Estudillo Street * P.O. Box 2759 * Martinez, California 94553



EMPLOYMENT OPPORTUNITY

POSITION: Housing Manager

OPENED: February 12, 2007

CLOSING DATE: Open until the needs of the Authority are met. Review Date will be April 30, 2007. **POSTMARKS NOT ACCEPTED.** Position may close at that time.

MONTHLY SALARY RANGE: \$4,356 - \$5,284 (5 Steps)

FIRST REVIEW DATE: March 5, 2007

SECOND REVIEW DATE: April 30, 2007

THE POSITION:

Plan, organize and direct the low-income housing programs of the Authority in an assigned geographic area of the County of Contra Costa. Responsible for the day-to-day operation and administration of these programs, including a low rent housing development and/or Section 8 program within his/her area of assignment.

WORKSITE:

North Richmond Public Housing Office

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the implementation of the Authority's low rent and Section 8 housing programs within an assigned County geographic area. It differs from all other classifications in that it is solely responsible to the Director of Affordable Housing Programs or Director of Housing Assistance Programs for the effective and efficient administration and operation of the Authorities program within the assigned area.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Director of Affordable Housing Programs or Director of Housing Assistance Programs, with significant independence.

The Housing Manager exercises direct and general supervision over assigned technical and clerical employees.

ESSENTIAL JOB FUNCTIONS:

Duties include, but are not limited to, the following:

- Plan, organize and direct the day-to-day management and maintenance operation of a low rent housing development and Section 8 program.
- Administers rental policies of the Authority and supervises leasing and occupancy of units. Collects rents and is accountable for funds, re-examinations of tenant income, and inspection of units.
- Supervises maintenance of rental units owned by the Authority.
- Coordinates and solves problems relative to the Section 8 program.
- Implements changes in Federal and State regulations.
- Represents the Authority at the local level in public relations and community affairs.
- Maintains effective tenant and/or landlord relations.
- Trains subordinate staff; requisitions material and supplies.

- Prepares and/or supervises the preparation of correspondence and monthly activities and status reports.
- Undertakes special studies and assignments as directed by the responsible Director.
- Respond to and resolve issues pertaining to area programs. Advise Assistant Director of Housing Operations, in a timely manner, on necessary actions, problems, or requirements.
- Serve as an advisor to the responsible Director regarding management and operations issues and other department-wide matters.
- Review and prepare comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives and statutes and Authority policies, and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of – Principles and practices of public or assisted housing administration. Public housing, Section 8, Housing Choice Voucher, and housing rehabilitation and development programs and practices. Principles and practices of managing rental property. Principles and practices of supervision, and maintenance principles as they pertain to rental housing units. Public housing laws, and agency rules, regulations, and standards.

Ability to – Plan, organize, and coordinate work in a manner conducive to attaining full cooperation. Administer local housing programs. Supervise the work of assigned subordinate personnel. Maintain confidentiality. Analyze, interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with the community and others contacted in the course of work. Deal effectively with landlords in the Section 8 program. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a computer using various Windows-based applications programs. Working knowledge of YARDI systems desirable but not necessary.

Licenses and Certificates – Section 8 Management Certificate or Public Housing Manager Certificate desired or must be able to obtain during first year in position. Other licenses or certificates, as deemed appropriate.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier, subject to annual review by the insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a post offer, pre-employment physical examination.
- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in a position with a housing authority or other public or assisted housing agency directly supporting daily housing operations, including two years of demonstrated experience in management of public housing or a HUD-assisted housing program. Two (2) years of supervisory experience is desirable.

Education – An Associates Degree from, or two full academic years of study at, an accredited college or university with major course work in social science, behavioral science, public administration, business administration, or a related field is desirable. Experience of the type indicated beyond the stated requirements above may be substituted for the required education on a year-for-year basis.

THE HOUSING AUTHORITY'S MISSION:

The mission of the Housing Authority of the County of Contra Costa is to develop, manage, maintain, and expand the availability of affordable housing for low and moderate-income families and individuals.

EMPLOYEE BENEFITS INCLUDE:

- HEALTH and DENTAL INSURANCE: The cost of these insurances is shared between the Housing Authority and the employee.
- RETIREMENT: The Housing Authority participates in the Contra Costa County Employees' Retirement Association.
- VACATION. Regular employees are eligible for 15 days vacation per year. Vacation is accrued at the rate of 10 hours per month for the first 10 years. The annual accrual increases each year after the 11th year.
- SICK LEAVE: Employees can earn 12 sick leave days per year.
- PAID HOLIDAYS: Regular employees receive 10 paid holidays throughout the year.
- FLOATING HOLIDAY / PERSONAL HOLIDAY: Employees are eligible for 3 days of personal holiday time off.

- Management employees are also entitled to a MANAGEMENT LEAVE ALLOWANCE of sixty (60) hours per calendar year – new hires receive a prorated amount.
- DISABILITY LEAVE AND WORKER'S COMPENSATION. The Housing Authority participates in the State Disability Insurance Program and the California Housing Workers Compensation Authority.

SELECTION PROCEDURE:

An official Housing Authority application is required and may be obtained by accessing our online application at www.contracostahousing.org or calling our job hotline at (925) 957-8015 and requesting one be mailed to you. **Return the completed application no later than 4:30 p.m. on the stated Review Date.**

HACCC
ATTN: Human Resources
P.O. Box 2759
Martinez, CA 94553

An official Housing Authority of the County of Contra Costa Job Application must be submitted. Resumes **may not** be substituted for the official application. **Faxed applications will be disqualified.** Applications received after the First Review Date will be reviewed only if a suitable candidate is not hired from the first round of applicants. It is the applicant's responsibility to allow for adequate mail and delivery time.

A Screening Committee will review the applications. To be considered, applicants must possess the knowledge, skills and abilities listed on the job description. Those candidates whose applications clearly show that they are better qualified among those competing, in terms of relevant training and experience, will be invited to continue in the selection process. The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal interview. Final selection will follow the interview process.

FIRST REVIEW DATE:

4:30 p.m., March 5, 2007

SECOND REVIEW DATE:

4:30 p.m., April 30, 2007

Job #07-05

Distribution: Open to the public

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER