

**HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS
JOB OPENING ANNOUNCEMENT FOR**

On-Site Resident Manager

Various Sites

PAY RATE: Wages will be equivalent up to full amount of rent. **MUST LIVE ONSITE.**

HOURS: Not to exceed 18 hours per week.

(This is a part-time position. Candidate must have other income).

APPLICATION DEADLINE: April 5, 2010 at 5:00 p.m or until filled.

APPOINTMENT: Open

APPLICATION AND SELECTION PROCESS:

To apply, applicants must complete and submit a Housing Authority Employment Application. Applications may be obtained by calling (209)-557-2000, or by written request from Personnel, Housing Authority of the County of Stanislaus, P.O. Box 581918, Modesto, California 95358-0033. Applications received on or before the deadline date will be screened and rated for required qualifications. Applicants who meet the minimum qualifications and possess the knowledge, skills and abilities outlined in the job announcement and score highest in meeting the selection criteria established for this position will be selected for interview by the Deputy Director of Housing Management. The Deputy Director of Housing Management will recommend the most highly qualified applicant to the Executive Director who will select the final candidate. The final candidate will be required to live on site. **The successful candidate will be required to complete a Housing Authority paid, physical examination which will include a drug/alcohol test.** The examination is to certify the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act) in addition to the Authority's drug free work place requirements.

OTHER

Applicants must be able provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service

The Housing Authority of the County of Stanislaus is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209)557-2000(voice) or (209)557-2012(TDD).

HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS
Job Description
On-Site Resident Manager

SUMMARY

The successful candidate will oversee the operations of one of the Authority's rental complexes. Duties will include leasing, lease enforcement and housing/grounds inspections.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Property Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Investigates delinquent accounts; reschedules and extends payments within the limits of the Authority's collection policy; files approved eviction papers with tenants for lease violations and nonpayment of rent.
- Provides information regarding rental and lease agreements; informs tenants of obligations and responsibilities and of federal, State and City regulations, objectives, and fair housing and equal opportunity goals.
- Participates in resolution of disputes and conflicts between tenants, owners and neighbors; responds to questions concerning compliance with pertinent regulations; and participates in tenant hearings or evictions as required.
- Schedules and performs move-in and move-out inspections of housing units; ensures compliance with quality standards; documents inspection findings and enters information into a computer data base.
- Shows prospective tenants apartments and explains occupancy terms.
- Assures that units are cleaned and ready for occupancy
- Conducts personal interviews with tenants; refers tenants to other public agencies for assistance with financial discipline, marital or other special types of problems.
- Assists tenants with complaints; responds to questions concerning compliance with pertinent regulations.
- Answers and responds to emergency calls
- Attends resident meetings and provides assistance for support of the project and surrounding community.
- Assists in determining resident's continued eligibility.
- Submits reports and schedules
- Maintains work orders and complaint logs
- Must live onsite

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Pertinent federal, State and local laws, codes and regulations pertaining to housing assistance programs
- Community agencies, programs and resources available to tenants and applicants.
- Procedures, techniques and guidelines applicable to housing inspections.
- Basic counseling and interviewing techniques
- Modern office procedures, methods and computer equipment
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.

Ability to:

- Interpret and apply pertinent Federal, State and local laws, codes and regulations pertaining to housing assistance programs
- Accurately inspect houses according to established guidelines and standards
- Effectively prepare a variety of documents, reports and correspondence.
- Conduct research and prepare special reports.
- Maintain accurate and complete records of information
- Operate standard office machines including a computer.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION and EXPERIENCE: High school diploma or general education degree (GED) and one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.