



Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

Job Announcement for the Position of

Resident Services Coordinator

Salary Range 44 Admin

(\$3,919 - \$4,778 / month)

THE AGENCY

The Housing Authority of the County of Stanislaus, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year-round farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

Being sensitive to our client's needs and treating them with dignity and respect.

Utilizing the talents and skills of our staff.

Fostering partnerships.

Utilizing resources in the most efficient and effective manner.

HOUSING

Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

The Resident Services Coordinator oversees Service-related programs for Authority residents and daily operations of the Authority's Community Centers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Housing Division Manager. Directly supervises part-time staff assigned to the Community Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (*other duties may be assigned*):

Oversight of the Housing Authority of the County of Stanislaus community centers within its jurisdiction.

Coordinates development of resident programs and activities within community centers.

Oversight of community center MOU's and Contractual Agreements with organizations utilizing and/or participating in community center programs.

Monitors utilization of resident programs and activities within community centers.

Coordination of the Resident Councils and Resident Advisory Boards and development of related policies.

Tracking of Community Service Requirements for Public Housing Program Participants.

Supervision and training of full time and part-time staff within the community center.

Research grant opportunities and prepare grant proposals; monitor and administer grant and contract accounts and projects.

Responds to general inquiries from active and prospective program participants, the general public, regulatory agencies and business partners.

Responds to and resolves issues pertaining to program and operational issues. Advises Department Director, in a timely manner, on necessary actions, problems or requirements.

NONESSENTIAL DUTIES

Other duties may be assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree, from a four-year college or university with concentration in public administration, business administration, or applicable social science or four years related experience or equivalent combination of education and experience. (One year of experience is equivalent to one year of college).

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations.

Principals of supervision, training and performance evaluation(s).

Community resources and service programs.

Ability to:

Prepare business correspondence and written reports.

Write and speak effectively, lead meetings and conduct training.

Manage a variety of programs accurately and efficiently and prioritize multiple tasks.

Work independently with little direction.

Prepare and maintain accurate records.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

Engage a wide variety of people with a high level of professionalism and courtesy, including culturally, socially and economically diverse populations, seniors, persons with disabilities and professional colleagues.

Establish and maintain cooperative working relationships with those contacted in the course of work.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License.

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 regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application and resume online at <http://www.stancoha.org/employment-application/>. This position is Open Until Filled. Applications received on or before the deadline date will be screened for minimum qualifications. Late applications will not be accepted.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Human Resources Division Manager, who will schedule

interviews with the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a background check as well as a physical examination including a drug screen test, paid for by the Housing Authority, certifying that 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).

OTHER

Applicants must be able to 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.

SALARY AND BENEFIT INFORMATION

\$3,919 - \$4,778 /month.

Regular employees of the Authority enjoy the following benefits:

Annual leave - new employees accrue 10 days per year.

14 paid holidays per year.

Sick leave accrued at the rate of one (1) day per month.

Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.

Retirement - The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.

The Authority offers two voluntary Deferred Compensation Plans.

The Authority participates in Social Security.

The Authority offers a Section 125 (Flexible spending) plan.



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.