



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of Housing Quality Standards Inspections Manager / Landlord Outreach Coordinator \$57,336-\$77,136/annually

THE AGENCY

The Stanislaus Regional Housing Authority, 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 around 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 Housing Quality Standards Inspections Manager / Landlord Outreach Coordinator oversees the daily functions of the inspection department and assists with implementation of departmental policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director, and direct supervision from the Director of Regional Housing Programs Administrator, and may supervise employees in the Inspection Department. Responsibilities include training employees, planning, assigning and directing work; evaluating performance; addressing complaints; promoting Landlord participation in Housing Authority programs; and resolving issues within the division.

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

- Conducts outreach, training and meetings with property owners to promote participating in Housing Authority programs.
- Performs several types of inspections, including quality control inspections.
- Determines work assignments and prepares Housing Authority work schedules. Issues written and oral instructions.
- Assigns duties and evaluates performance as necessary but at least annually.
- Coordinates with the Director of its program in the implementation and staff training of new software programs and ongoing computer operations.
- Assists in the analysis and implementation of agency and departmental policies and procedures.
- Negotiates landlord requested rents to ensure they are within Housing Choice Voucher guidelines.
- Performs annual quality control data review for HUD reporting requirements.
- Assists in Request for Proposals (RFP) for equipment and contracts.
- Prepares annual progress reports to HUD.
- Other duties as 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

High school diploma or general education degree (GED); and two years of experience in the class of Housing Inspector in a Housing Authority or six years of recent, full-time experience in the leasing or management of rental properties or other related experience which will enable the candidate to perform the essential duties of this position (Possession of a Bachelor's degree in a related field may be substituted for four years of general experience and an Associate of Arts degree may be substituted for two years of general experience). Experience in grant writing and two years program or departmental administration preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid California driver's license.

Knowledge of:

- Federal, State and local laws, rules and regulations related to HUD Housing Quality Standards and local building codes.
- Interviewing techniques.
- Inspection processing.
- Negotiating techniques.
- Computer operation.
- Principles of Supervision.
- Principals of Program or Departmental Administration.

Ability to:

- Gather and analyze data and provide recommendations on policy and procedural issues.
- Read, interpret, and implement regulations.
- Analyze facts and assist in resolving interagency and general public issues as they arise.
- Organize and prioritize multiple tasks.
- Provide clear, concise oral and written instructions.
- Establish and maintain cooperative working relationships with both co-workers and the general public.
- Within the first year of employment obtain certification in Housing Quality Standards Inspections (paid by the Housing Authority).

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.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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 frequently exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock. 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 required supplemental questionnaire** online. Employment applications are available online at <http://www.stancoha.org/employment-application/>. Applications received will be screened for minimum qualifications. This recruitment is **open until filled**.

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 final interviews with the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete 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

Housing Quality Standards Inspections Manager / Landlord Outreach Coordinator salary is \$57,336 - \$77,136 / annually.

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.



Housing Quality Standards Inspections Manager / Landlord Outreach Coordinator

SUPPLEMENTAL QUESTIONNAIRE **(Required)**

This supplemental questionnaire must be returned with your application. Use additional page(s) if more space is needed.

1. Describe the experience, skills and knowledge which you possess, that make you qualified for this position.
2. Describe your supervisory experience, including the responsibility level of those supervised and the number of employees supervised.
3. Describe an operational issue in your current work environment which you resolved. Indicate how or what actions you took to resolve the issue.
4. Describe your experience in policy research and development and program administration.
5. Describe your experience with budget development.
6. Please attach a copy of a written report you prepared.