



Housing Authority of the County of Santa Barbara

IS ACCEPTING IN HOUSE APPLICATIONS FOR THE POSITION OF -
HOUSING PROGRAMS SPECIALIST –Affordable & HCV
Lompoc/Central County Area – Open & Promotional
Full-Time – 78 HOURS BI-WEEKLY
Salary \$1839. - \$2236. Bi-Weekly
Closing Date: January 16, 2018

POSITION DESCRIPTION-

Affordable: Under the direction of the area Housing Manager provides a variety of subsidized affordable housing services within assigned programs; provides program information to prospective and assisted tenants; Acting both as case manager and property manager counsel tenants on unit affordability; interviews potential and current clients; explains program procedures and objectives at assigned briefings; conducts individual and group briefing sessions to advise eligible tenants on rights & responsibilities; assemble appropriate materials; prepare notices of lease approval or disapproval; verify and document information provided by prospective and current tenants needed for certification including income and allowances; Using database compute total tenant payment, tenant rent, Housing Authority payments and utility allowances; explain method of calculation; schedule and establish case load appointments including annuals, initials, close-outs, complaints and conferences; perform interim and yearly determinations of continuing eligibility as required; inform applicants/ participants of all necessary materials to complete appointment; Determine and program participants of terminations of housing and program assistance contracts; may represent Housing Authority in grievances and/or evictions; maintain accurate records and logs; perform a variety of complex administrative and clerical work, and prepare a variety of correspondence, documents and reports.

HCV Housing Specialist – Under the direction of the HCV Housing Manager performs all initial certification and re-certification duties of Affordable Housing Specialist noted above for the Housing Choice Voucher program, however does not act as property manager. Knowledge of affordable housing programs is not required, but is desirable. All other qualifying attributes are the same.

QUALIFICATIONS

Knowledge of: Principles and procedures of subsidized, low-income housing programs;
Methods and techniques of interviewing and analysis;
Modern office procedures, methods and equipment, including computer & software use;
English usage, spelling, grammar and punctuation;
Principles and procedures of record keeping;
Pertinent Federal, State and local codes, laws and regulations

Ability to: Explain and interpret program procedures and objectives;
Establish applicant eligibility for various Authority programs;
Operate and understand office equipment including computers & computer programs;
Follow established procedures during crisis situations;
Understand and follow oral and written instructions;
Communicate clearly and concisely, both orally and in writing;
Establish and maintain effective working relationships with those contacted in the course of work;
Work with clients with mental/physical disabilities including chronic homelessness.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment;
Maintain physical condition appropriate to the performance of assigned duties;
Ability to speak Spanish/English highly desirable.

Physical Conditions: Requires maintaining physical condition necessary for sitting for prolonged periods of time; moderate or light lifting and carrying; extensive use of computer keyboard.
Environmental Conditions: Office and housing environment; exposure to computer screens; extensive public contact. HCV and Affordable staff must travel between worksites as directed.
Education: Equivalent to the completion of the twelfth grade supplemented by college level course work in social science or a related field.
Certifications: Employee may be required to complete training and receive certification for programs under their purview within one year of employment.
Experience: Two years of responsible experience in providing direct social, community or housing services.
Other: Proof of valid California Driver's License and driving record acceptable to Housing Authority insurance provider

APPLICATION PROCEDURE - Resumes not accepted without formal Housing Authority application. An application form may be downloaded at www.hasbarco.org/jobs, and must be FILED with the Housing Authority by 4:00 p.m. on the Closing Date of this job announcement. Applications may be mailed to the Housing Authority of the County of Santa Barbara, P.O. Box 397, Lompoc, CA 93438-0397, but must be received by closing date; or pick up an application and return it to our office located at: 815 West Ocean Avenue, Lompoc, CA Fax 805-735-7672

AN EQUAL OPPORTUNITY EMPLOYER



HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

The Housing Authority of the County of Santa Barbara has an administrative office and three housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of public housing programs, providing affordable housing for thousands of low-income households in Santa Barbara County (excluding Santa Barbara City) through rent subsidy programs or by occupancy in one of its housing developments, along with providing a variety of housing related services.

The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not Santa Barbara County employees.

EMPLOYMENT PROCESS

Applicants must complete and submit all required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate resume/application must be filed for each examination. Resumes will be accepted, but an official application form will be required before hire.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Personnel Department reserves the right to limit the number of candidates to those whose recent work experience most closely matches the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for that position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with disabilities.

For assistance contact Irene Vejar 805-736-3423, ext. 4010

CONDITIONS OF EMPLOYMENT

Working Hours. Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon the needs of the position.

Probationary period. All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, an employee may be terminated without redress.

California Driver's License. Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

Disability Leave and Workers' Compensation. The Housing Authority participates in CA State Disability Insurance and independent Workers' Compensation Insurance. These programs are administered through the Personnel Department. Upon hire employees will receive pamphlets describing the responsibilities of the employer and employee.

Medical Examination. A medical examination paid by the Housing Authority is required of each new Maintenance employee. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination. An examination of any employee may be requested at any time by their supervisor.

Background Investigation & drug testing. A background investigation including application information verification, criminal history, and DMV reports (if required) is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of investigation and negative drug test.

EMPLOYEE BENEFITS

Step Salary Advancement Salary advancement may be recommended upon completing provisional period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years to a maximum of 3 longevity steps..

Vacation Leave. Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

Sick Leave. Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.

Holidays. The Housing Authority presently observes twelve paid holidays per year.

Group Insurance Program. The first of the month after 31 days employment employee is eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Employees working 30 hours or more per week receive apx 95% employer paid Medical/Prescription, Dental, Vision & LTD coverage for employee + 70% of premium cost for dependent coverage, if elected.

Deferred Compensation 457 Plan is voluntary.

Social Security. Compulsory participation for all employees.

Credit Union. Membership for savings, loans and other privileges is available.

Reimbursement for Tuition and Books. Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE