

HOUSING AUTHORITY OF THE COUNTY OF KERN
601 - 24th Street
Bakersfield, CA 93301

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Housing Specialist I

LOCATION: Kern County, CA

SALARY: **Option I:** \$1,813.33 Bi-weekly + Benefits
Option II: \$1,674.25 Bi-weekly + Benefits + Apartment

TO APPLY: Return a completed application in person to the Housing Authority Central Office located at 601 – 24th Street, Bakersfield, or apply online at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under immediate supervision from higher level supervisory or management staff, performs a variety of duties involved in providing housing assistance to low income persons under the Section 8 and related assisted housing programs. This is the entry level class in the Housing Specialist series. Positions assigned to this class may be considered to be in a training capacity. The Housing Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level and the need for closer supervision.

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

Accepts and processes applications for subsidized housing and prepares all necessary control and application files.

Logs unit vacancies for programs covered by Central Application Office and outlying offices where necessary.

Selects and assigns vacancies in low-income housing.

Works closely with other development and Applications Office personnel in regard to prompt and efficient housing of applicants and handling of tenant transfers.

Keeps records of active and inactive applications.

Prepares and submits necessary statistical reports and other data as required.

Gives out information over the telephone and in person regarding available housing programs and Housing Authority policy and procedures.

Interviews applicants to obtain additional information such as family composition, health and social problems, veteran status, rent paying ability, net assets, and need for housing assistance and verifies all eligibility factors.

Completes the necessary records and verification forms for each applicant and contacts employers, and public and private health and welfare agencies to verify applicant information.

Counsels and assists applicants and residents of subsidized housing when necessary regarding eligibility requirements as established by Housing Authority policies.

Computes income and rent and determines and verifies all necessary facts concerned with eligibility for subsidies and rental assistance.

Calculates Gross Family Income and net rent and issues Certificates of Participation.

Calculates payments to owners including portion of HAP subsidy and abatement.

Responds promptly and according to Housing Authority policy to requests for Certificate extensions.

Conducts annual, interim, and special housing reviews with tenants, and processes rent changes resulting from recertification or changes in utility allowances.

Conducts housing inspections and related paperwork as required.

Helps maintain good relations with public, participants and owners on behalf of the Authority.

Keeps records of Certificate issuance by bedroom size and monitors program participation for compliance with HUD requirements.

Negotiates contract rents with property owners, assigns contract numbers, prepares Housing Assistance Payments contracts and amendments and obtains necessary signatures.

Conducts or assists in the conducting of briefing sessions for participants.

Prepares all HUD and Housing Authority required forms and reports, as well as data entry forms, in connection with program requirements.

Enters necessary data into the computer system for processing of reports and HAP payments.

Makes home visits to determine housekeeping habits, verify housing condition, and establish housing need, per Housing Authority policy.

Based on the worksite location each employee will fall into one of the following categories:

Option I: Not Live On-Site Employees chosen for the option will work at specific locations, but will not be required to live on-site.

Option II: Live On-site Employees chosen for this option will work at a specific location and be required to live on-site. Their housing and utilities will be part of their compensation.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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/or EXPERIENCE

High school diploma or general education degree (GED) and at least two years of experience in typing and clerical work. Knowledge of office methods, equipment and procedures; must possess tactful and pleasing telephone manner; have ability to meet and deal with people effectively; ability to interpret and apply policies and procedures; ability to maintain harmonious work relationships with other employees and the public.

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.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Driver License and be insurable by the Housing Authority's insurance carrier.

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 must be able to communicate by telephone and in person with the public and fellow workers. The employee must be able to operate a motor vehicle and have sufficient ability to move from one place to another for the purpose of performing home visits and home inspections. The employee must occasionally lift and/or move up to 35 pounds.

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 outside weather conditions. The noise level in the work environment is usually moderate.

BENEFITS

This is a regular position and, as such, the employee selected for it will be entitled to all benefits afforded regular employees of the Housing Authority – including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay.

SALARY PLAN

Each class or position at the Housing Authority has a salary range with seven 5% annual increases based on performance. Newly hired employees start at the first step of the corresponding salary range.

Employees hired through this recruitment will commence at the third step of the salary range for both Option I and Option II

OTHER QUALIFICATIONS

1. Valid California driver license. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately and thoroughly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.

4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume and copies of any other certifications to your application. Based upon information presented on applications, a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment. Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted at the Housing Authority official website at:

www.kernha.org

Open Until Filled

THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER