

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

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Housing Manager I

LOCATION: Kern County, CA

SALARY: **Option I:** \$1,896.58 Bi-Weekly + Benefits
Option II: \$1,759.87 Bi-Weekly + Benefits + Apartment

Earn a \$1,500 Hiring Bonus!

Receive a one-time bonus of \$1,500 after 6 months of continuous employment.

SUMMARY

Under the general supervision of the Housing Management Director or designee performs housing management and accompanying clerical tasks in accordance with established Housing Authority policies and performs other related duties as required and/or directed. Positions assigned to this class may be considered to be in a training capacity. The Housing Manager I class is distinguished from the II level by the need for closer supervision.

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

May accept and process applications for housing and select tenants for dwelling units in accordance with established Housing Authority occupancy policies (including but not limited to verifying income, assets and other eligibility factors, calculating rent and preparing leasing and tenant file documents).

Conducts periodic inspections of development sites and of individual units, and may conduct housekeeping inspections of applicant's homes.

Performs annual and interim reexaminations of tenant eligibility with respect to income and family composition and calculates rents (including but not limited to interviewing residents, verifying income and assets and other "continued occupancy" eligibility factors, completing clerical work and records relative to rent, changes in family statistical data, etc.).

May perform marketing functions for the site. Furnishes information to applicants and tenants regarding available housing and Housing Authority policies and procedures.

Prepares required reports relative to the operation of the housing development, including but not limited to Housing Authority, USDA, HUD, TCAC and/or other such required statistical reports.

Monitors and enforces compliance with lease agreements by active tenants, prepares and serves notices and legal documents to tenants as required (including but not limited to 14 Day Pay or Quit Notices, late payment notices, unlawful detainers, sheriff writs, etc.).

Investigates or refers for investigation allegations of fraud, and recommends terminations and/or eviction of residents pursuant to lease violations.

Answers the telephone, routes calls and/or relays messages.

Operates office equipment including copy machines, Fax machines, calculators, computer terminals and/or personal computers.

Prepares all forms and enters all data relative to computer input and analyzes computer reports.

Performs financial administration duties as needed, including but not limited to, receiving rent payments, preparing and making bank deposits, balancing accounts and preparing all required financial reports for the site.

Analyzes accounts to determine and implement effective collection methods; interviews debtors and others to obtain financial information; obtains agreement with debtors for payment of debts; explains accounts to residents, enforces collection by letter, telephone or interview; recommends to and/or confers with the Deputy Directors of Finance and Housing Management regarding discharge and/or further handling of debts; keeps records of active and inactive applicants and residents.

Receives requests for maintenance service from residents, prepares and transmits service requests for maintenance staff, records and maintains records of all maintenance work performed.

May organize, operate and attend community activities and resident meetings collaborating with residents and other social agencies to improve residents' quality of life.

Performs other clerical tasks related to housing management not herein stated and relieves and/or assists other Housing Managers when required.

Works cooperatively with fellow employees and the general public.

Due to the variety of housing projects and the variety of funding sources for those projects persons employed in this classification may be responsible for the management or more programs depending on the location of the position.

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.

Any Housing Manager I may be transferred, with the prior approval of the Executive Director, from one option to another as required by the needs of the Agency and provided they, either, possess the required training and certifications or can acquire them in a reasonable length of time.

SUPERVISORY RESPONSIBILITIES

May supervise various clerical, trainee and/or maintenance positions at the site.

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 two years experience as a responsible housing manager or assistant to a housing manager, or any equivalent combination of training and experience that facilitates an understanding of property management, assisted housing programs and community resources.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and in small group situations to residents and other employees of the 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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of, or ability to obtain within one year from the date of appointment, Public Housing Manager (PHM) Certification, USDA Rural Development Certification, IRS Section 42 Tax Credit Certification and/or required training for the programs managed.

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 communicate with residents, coworkers and the general public both in person and by telephone. The employee frequently is required to operate a computer keyboard, telephone and calculator. The employee is occasionally required to move within the office and development site. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include the ability to read a computer screen, correspondence and reports.

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, holiday pay, 9/80 Work Schedule, Education & Training Program, Subsidized Gym Memberships.

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.

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, thoroughly and neatly. 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, copies of typing certificate (if applicable) and 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 online via the Employment page of our website at:

601 – 24th Street, Bakersfield, CA 93301

Or online at:

www.kernha.org

Opened Until Filled

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