



# HOUSING AUTHORITY

OF THE COUNTY OF KERN

## Job Descriptions – Administration

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**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Administrative Coordinator  
**DEPARTMENT:** Personnel Department  
**REPORTS TO:** Personnel Director  
**FLSA STATUS:** Not exempt  
**APPROVED DATE:** 07/13/11

**SUMMARY**

Under direction of the Personnel Director assists with department activities including recruitment, retention, training, benefits administration and policy implementation. This position is also responsible for vehicle maintenance and records storage.

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

Assists in the processes required to recruit employees for the Agency. Assists with on-boarding activities and retention processes.

Assists in the preparation for and tracking of employee evaluations, employee trainings and meetings both individual and Agency-wide.

Prepares changes to Personnel and other Agency Policies and disseminates them to all employees.

Enrolls employees for benefits and tracks benefits for accuracy. Coordinates with benefits providers to make adjustments as required. Inputs employee information and benefits into Agency HR and Payroll software.

Executes all aspects of the temporary, trainee and intern programs to assure compliance with all laws and regulations and to provide a worthwhile and cost effective experience for both the Agency and the candidates.

Assures that the Agency fleet remains operative by the most efficient use of Agency funds. Tracks expenditures and mileage. Assists in the acquisition and disposal of vehicles.

Maintains the Agency file storage and destruction system.

Provides excellent internal and external customer service.

Identifies administrative needs and recommends appropriate solutions.

Reviews and answers correspondence.

Maintains services such as computer and office equipment, supplies, mail, and files.

Understands and applies laws, rules, and regulations applicable to the Agency and Department.

Maintains employees and Agency confidentiality.

## **SUPERVISORY RESPONSIBILITIES**

May be required to supervise clerical support. Carries out supervisory responsibilities in accordance with Agency policies and applicable laws. Responsibilities may include planning, assigning and directing work, training, appraising performance, rewarding and disciplining, addressing complaints and resolving problems.

## **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**

Bachelor's degree (B.A.) from four-year college or university with a major in Human Resources Management, Public or Business Administration or related field and a minimum of one year responsible experience. Equivalent experience may substitute for up to two years of the educational requirement. Education and experience should be sufficient to possess the knowledge, skills and abilities to successfully perform the essential functions of the position.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, governmental regulations and legal documents. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to employees including administration personnel.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Possess intermediate knowledge and experience with computer programs such as MS Word, Excel, Access, Publisher, and PowerPoint.

## **REASONING ABILITY**

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

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver License and be insurable by the Agency's automobile 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 is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 35 pounds. Employee must be able to communicate by telephone and in person, to use a computer terminal or personal computer for the purpose of inputting and retrieving data, and to move from one work location to another and within work locations. Position requires self-motivation and ability to work with little supervision.

## **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.

## Housing Authority of the County of Kern Job Description

**Job Title:** Administrative Secretary  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Non-Exempt  
**Approved Date:** 9/9/09

### **SUMMARY:**

Under direction, performs administrative duties and support for the Executive Director, to relieve the principal executive officer of considerable administrative detail requiring a high level of independent judgment, organizational skills, public relations, and written composition/editing abilities. With minimum direction, responsible for keeping official records for the board of Commissioners of the Housing Authority of the County of Kern and other entities.

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

Using a personal computer prepares correspondence, reports and materials. Maintains calendar for the Executive Director. Acts as receptionist for the Executive Director both in person and on the phone. Maintains filing systems of correspondence and records to allow for rapid retrieval. Manages flow of documents. Takes minutes of Administrative meetings. Transcribes, publishes and distributes same.

Creates, maintains and distributes Agency-wide reports, databases, newsletters, memoranda and other publications. Plans Agency-wide events. Prepares the Annual Plan for HUD. Prepares and disseminates press releases. Interfaces with the public both in person and electronically concerning housing issues.

Functions as the Clerk of the Agency Board of Commissioners. Possesses knowledge of the functions and operating procedures of the Agency Board of Commissioners and Agency rules and regulations. In accordance with the Brown Act, organizes schedules and prepares meeting notices, documents and meeting room for Board meetings. Attends Board meetings and accurately records official actions. Transcribes minutes to official records; assembles information and prepares agendas for Board meetings; prepares and furnishes Board minutes and resolutions to public; checks resolutions, petitions, bids and other documents for accuracy. Types and supervises typing of records, resolutions, letters and public notices; prepares reports, provides for clerical support to the Board of Commissioners.

Prepares lease agreements, memoranda of understanding (MOUs) and contracts. Creates and maintains an electronic database of all Agency MOUs and contracts.

Supervises Central Office *office assistants*, temporary employees, and trainees assigned to Central Reception, in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems.

Manages the Agency Trainee and Scholarship Award Programs.

May provide similar services for other Agency departments and affiliated non-profit organizations.

Participates in community-oriented activities.

### **SUPERVISORY RESPONSIBILITIES**

This position will directly supervise the *Office Assistants* assigned to the Central Reception area of the Central Office. This position may also supervise temporary and trainee employees.

### **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, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from a four-year college or university and a minimum of three (3) years of public agency or similar experience at the administrative level is required, or an equivalent combination of education and experience.

### **SKILLS**

Ability to read, analyze, and interpret government regulations and legal documents with an attention to fine detail. Ability to respond in a courteous, professional and articulate manner to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to compose and edit written reports at an advanced level that conform to prescribed grammatical style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Verifiable advanced computer literacy and minimum typing skill of 50 words per minute. Possess advanced knowledge and experience with computer programs such as MS Word, Excel, Access, Outlook, and Power Point.

### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

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

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the 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 required to stand, walk, and sit. The employee must occasionally lift and/or move up to 40 pounds. Employee must be able to communicate by telephone and in person, to use a computer terminal or personal computer for the purpose of inputting and retrieving data, and to move from one work location to another and within work locations.

## **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 usually in an office environment but may occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Executive Director  
**DEPARTMENT:** Administration  
**REPORTS TO:** Board of Commissioners  
**FLSA STATUS:** Exempt  
**APPROVED DATE:** 9/23/04

**SUMMARY**

Under administrative and policy direction of the Board of Commissioners and subject to Federal and State laws and regulations, will direct the planning, development, management, and administration of the Housing Authority; will understand the housing-related needs of low-income individuals and families in Kern County and the effects of the Housing Authority's programs on various public groups and bodies; and will perform related work as required. The Executive Director serves at the pleasure of the Board of Commissioners.

**DISTINGUISHING CHARACTERISTICS**

The Executive Director serves as the Agency head of the Housing Authority and is appointed by the Board of Commissioners. The Executive Director manages and administers the housing assistance programs, Resident Initiative Programs, leased housing programs, and other activities of the Housing Authority; including the major functions of maintenance and new construction, housing management, finance, service program delivery, investigations, human resources, and the planning of new housing developments. The Executive Director serves as Secretary of the Housing Authority's Board of Commissioners.

**ESSENTIAL FUNCTIONS**

Directs the analysis of community needs and the planning of a public housing development program.

Works with official and unofficial groups to secure understanding of and cooperation in instituting Housing Authority programs.

Plans an organization appropriate to carrying out the housing assistance, associated social service, and development programs.

Provides leadership and coordinates the planning and implementation of complex programs to meet the current and future needs of clients through the services provided and administered by the Housing Authority.

Plans and oversees a financial and budget program appropriate to the Housing Authority's activities and programs.

Directs the development of changes in organization, staff, work, processes, and management information systems for the Agency to increase efficiency and to reduce administrative and service provision costs.

Hires, trains, supervises, develops, and evaluates subordinate personnel and directs and coordinates division managers in their supervision of personnel.

Confers with advisory bodies, such as landlords, resident groups, and others.

Provides recommendations to the Board of Commissioners regarding policies and programs; plans agendas and prepares material for Board meetings.

Develops cooperative and collaborative relationships with local, State, and Federal agencies and community organizations related to services provided by the Agency.

Directs and participates in a program of continuous public relations to increase community understanding of the Housing Authority's programs, the reasons such programs are needed, and the results achieved.

Assists staff members in resolving new or unusual problems.

Prepares, publishes, and orally presents periodic reports.

Directly supervises all Administrators and certain other supervisory staff; performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing and hiring, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems.

Performs other job related functions, as required.

### **EDUCATION AND/OR EXPERIENCE**

Graduation from an accredited college or university with a Bachelors Degree in Public Administration, Business Administration, or a related field; AND three (3) years of progressively responsible administrative experience in the field of government housing programs, community development programs, means-tested assistance programs for low-income groups, or equivalent education/experience.

Knowledge of: modern principles and practices of administration; property management; business and finance; good knowledge of personnel administration and supervision; ability to provide leadership to a large staff, winning its support and maintaining its enthusiastic interest in Agency programs; ability to train subordinates and delegate responsibilities in accordance with staff ability/capacity.

Ability to: establish and maintain collaborative relationships with community-based organizations, advisory bodies, governmental agencies, professional organizations, representatives of the media, and the ability to win the confidence and cooperation of same; manage fiscal resources to assure the maximum amount of services are provided while maintaining the financial strength of the Agency; maintain clear channels of communications within the organization and express policies and procedures explicitly, in oral or written form; review and oversee complex programs and establish organizational structures and work processes to improve and gain efficiencies and effectiveness in the delivery of services; respect diversity and demonstrate sensitivity to the concerns and needs of the Agency's clients; write clear and concise reports and effectively present same.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that may be needed to perform the functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform those functions which are deemed to be the essential job functions of the position.

While performing the duties of this job, the employee is frequently required to sit for long periods of time and reach with hands and arms. The employee is frequently required to use hands and fingers to operate tools, devices, and keyboards. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision to enable computer usage. Good hearing is required in order to handle telephone conversations. Clear speech and verbal skills are required in order to communicate with the public and co-workers.

**Housing Authority of the County of Kern  
Job Description**

**Job Title:** Grants Manager  
**Department:** Administration  
**Reports To:** Executive Director or designee  
**FLSA Status:** Non-Exempt  
**Approved Date:** 05/09/2018

**SUMMARY**

Under the supervision of the Executive Director or designee, identifies potential funding sources for affordable housing and services, coordinates the development, writing and submission of grant and loan proposals, monitors the effective implementation of grant and loan sources, and insures compliance with all regulatory and reporting requirements.

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

Preparation and timely submission of well researched, written, and documented applications and reports.

Development and adjustment of associated budgets and coordination of budgeted funds.

Monitor and ensure compliance with the rules and regulations administered by the grantor.

Serve as a liaison with other Agency functions, the Housing and Opportunity Foundation of Kern, and other organizations on issues regarding grants.

Interviews Agency staff to identify affordable housing development and program needs to insure grant and loan applicants are congruent with Agency needs.

Researches potential funding sources for affordable housing development, programs, and services.

Provides recommendations to Agency administrators on how to improve grant performance and competitiveness.

Communicate and coordinate with lenders, investors, federal, State, and local agencies, and other potential funding sources to facilitate the acquisition of funding for Agency affordable housing developments and programs.

**SUPERVISORY RESPONSIBILITIES:**

May supervise clerical or other support staff.

**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**

Bachelor's degree or have worked in a related field with a minimum of three years of related experience in grant writing and program development.

### **LANGUAGE SKILLS**

Ability to read and understand documents such as safety rules, complex regulations, procedure manuals, and general literature pertaining to grant applications and loans. Ability to write clear and concise applications, reports and correspondence, and to understand and follow oral directions. Ability to speak effectively with internal and external stakeholders.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals. Ability to understand financial formulas and budgets.

### **ANALYTICAL ABILITY**

Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures. Generates creative solutions. Attention to detail and well organized.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California driver license and be insurable by the Housing Authority automobile 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.

The employee must be able to sit for long periods of time while working at a desk; ability to operate a computer and communicate over the telephone and in person with the public and coworkers; must be able to lift and/or move up to 25 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. The noise level in the work environment is usually moderate

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Office Assistant I  
**DEPARTMENT:** As Assigned  
**REPORTS TO:** Department Supervisor  
**FLSA STATUS:** Not exempt  
**APPROVED DATE:** 9/14/16

**SUMMARY**

Under supervision, does general typing and performs varied clerical work of moderate difficulty; does other work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Uses computer to compile information and prepare reports, business correspondence, and other materials.

Composes and prepares answers to routine letters.

Files documents and maintains filing system, **including** scanning to and filing in document storage systems.

Acts as a receptionist.

Maintains an adequate stock of office supplies by taking periodic inventory, requisitioning supplies and controlling the receipt of supplies.

May accept, date stamp, log, input and file applications for housing assistance.

May maintain schedule for Section 8 Inspectors, including setting up appointments and notifying residents and property owners.

May retrieve criminal background history reports of applicants and residents of housing programs.

Sorts and distributes mail, answers multi-line telephone, and performs similar duties.

Answers questions concerning the organization or department, or refers persons to another source of information.

Explains program requirements to applicants and residents.

Keeps tickler files up to date.

Operates and maintains a variety of office machines, such as photocopier, postage meter, and fax machine, typewriter, two-way radio, and multi-line phone system.

#### Option I: Live Off-Site

Employees filling this position will work at the Central Office or at a property owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

#### Option II: Live On-Site

Employees filling this position will work at a property owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

### **SUPERVISORY RESPONSIBILITIES**

May supervise temporary clerical assistants.

### **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**

Graduation from high school or equivalent and six months of experience as a Housing Authority **clerical** trainee, or one year of experience in **data entry** and clerical work. Education may be substituted for the required experience if (a) of an academic nature above the twelfth grade level on the basis of one year of education being equivalent to three months of experience; or (b) of a business or commercial nature above the twelfth grade level on the basis of one year of education being equivalent to six months of experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions; sort correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and 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, decimals.

### **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 typing certificate verifying a typing speed of 35 words per minute. Must possess a valid California driver license and be insurable by the Housing Authority automobile 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 is frequently required to sit at a desk for long periods of time. Must be able to input and retrieve data from a computer or computer terminal. Must be able to communicate effectively verbally and in writing. 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.

**Housing Authority of the County of Kern  
Job Description**

**Job Title:** Planning and Development Specialist  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Approved Date:** August 8, 2018

**SUMMARY**

Under the direction of the Executive Director, performs planning functions related to the development of affordable housing from concept to completion; prepares and administers grant applications; conducts studies and prepares reports; develops financial pro formas; coordinates with funding agencies; and performs other related work as assigned.

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

Participates in planning projects. Locates and evaluates sites; conducts needs assessment and feasibility studies; compiles and analyzes data; researches zoning and environmental issues; obtains appraisals and environmental reviews; and prepares proposals.

Researches and reviews technical reports, maps, and plans; compiles data for development projects; documents sources of information and contacts for project record.

Consults with other development specialists such as architects, civil engineers, appraisers, contractors, and developers.

Interprets and explains codes, laws, rules and policies to employees, government agencies, developers, and the public. Confers with and advises all parties regarding ordinances, policies and proposals.

Interacts with Agency staff, County and Municipal departments, various commissions and advisory groups, the Board of Supervisors, and Federal, State and local officials for the purpose of obtaining cooperation, funding and partnerships for new building projects.

Assists in the acquisition of funds for the continuation of program activities by preparing and submitting applications for funding.

Responds to inquiries from the public that may entail communication of complex regulations in a manner that facilitates resolution of conflicts.

Makes public and staff presentations. Organizes and uses display materials. Conducts public meetings in the community on controversial projects.

Prepares written staff reports, ordinances, technical reports, planning study reports and correspondence.

## **SUPERVISORY RESPONSIBILITIES**

This job may supervise a clerical or administrative support position.

## **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.

## **EDUCATIONS and/or EXPERIENCE**

Bachelor's degree (B.A) from four-year college or university with a major in Planning, Architecture, Engineering, Public or Business Administration or related field if planning courses have been included in the required curriculum. A minimum of three (3) years of related experience in agency, city or regional planning or affordable housing development is required, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, governmental regulations and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to make a cost analysis of projected developments, and to read, interpret and understand departmental and agency occupancy and financial reports.

## **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**

Must possess a valid California Driver License and be insurable by the Agency's automobile 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 is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 40 pounds. Employee must be able to communicate by telephone and in person, to use a computer terminal or personal computer for the purpose of inputting and retrieving data, and to move from one work location to another and within work locations.

## **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 usually moderate.

**Housing Authority of the County of Kern  
Job Description**

**Job Title:** Senior Grants Manager  
**Department:** Administration  
**Reports To:** Executive Director or Planning and Development Specialist  
**FLSA Status:** Non-Exempt  
**Approved Date:** 11/12/2025

**SUMMARY**

Under the supervision of the Executive Director or Planning and Development Specialist, identifies potential funding sources for affordable housing and services, coordinates the development, writing and submission of grant and loan proposals, monitors the effective implementation of grant and loan sources, and ensures compliance with all regulatory and reporting requirements. This position also plays a strategic leadership role in aligning grant initiatives with the agency's long-term goals, mentoring junior staff, and cultivating high-level relationships with funders and stakeholders. It is distinguished from the Grants Manager position by handling more complex development activities.

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

Preparation and timely submission of well researched, written, and documented applications and reports.

Development and adjustment of associated budgets and coordination of budgeted funds.

Monitor and ensure compliance with the rules and regulations administered by the grantor.

Serve as a liaison with other Agency functions, the Housing and Opportunity Foundation of Kern, and other organizations on issues regarding grants.

Interviews Agency staff to identify affordable housing development and program needs to ensure grant and loan applicants are congruent with Agency needs.

Researches potential funding sources for affordable housing development, programs, and services.

Provides recommendations to Agency administrators on how to improve grant performance and competitiveness.

Communicate and coordinate with lenders, investors, federal, State, and local agencies, and other potential funding sources to facilitate the acquisition of funding for Agency affordable housing developments and programs.

Lead cross-departmental grant strategy sessions to identify funding priorities and ensure alignment with organizational goals.

Oversee complex, multi-year grant portfolios and ensure integration with capital planning and programmatic initiatives.

Represent the Agency in high-level meetings with funders, policymakers, and community partners to advocate for funding and policy support.

Mentor and provide technical guidance to junior grants staff and other team members involved in proposal development.

**SUPERVISORY RESPONSIBILITIES:**

May supervise clerical or other support staff and provide functional supervision and mentorship to other grants or development staff, including oversight of complex projects and proposal teams.

**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**

Bachelor's degree in public administration, Urban Planning, or a related field with at least two years of progressively responsible experience in affordable housing acquisition and development as a Grants Manager or equivalent. Experience can substitute for degree requirement.

**LANGUAGE SKILLS**

Ability to read and understand documents such as safety rules, complex regulations, procedure manuals, and general literature pertaining to grant applications and loans. Ability to write clear and concise applications, reports and correspondence, and to understand and follow oral directions. Ability to speak effectively with internal and external stakeholders. Strong presentation and negotiation skills are essential for engaging with high-level stakeholders and funders.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals. Ability to understand financial formulas and budgets. Advanced financial analysis skills, including the ability to model multi-year grant budgets and assess funding sustainability, are preferred.

**ANALYTICAL ABILITY**

Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures. Generate creative solutions. Attention to detail and is well organized. Demonstrated ability to evaluate funding trends, assess program impact, and develop strategic funding plans is highly valued.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California driver license and be insurable by the Housing Authority automobile 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.

The employee must be able to sit for long periods of time while working at a desk; ability to operate a computer and communicate over the telephone and in person with the public and coworkers; must be able to lift and/or move up to 25 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. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN  
Job Description**

**Job Title:** Systems Administrator  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Approved Date:** 12/10/2025

**SUMMARY**

Systems Administrator is a strategic technical role, focused on the advanced administration, optimization, and implementation of the Housing Authority's enterprise applications and emerging technologies, including but not limited to Yardi, Laserfiche, and Artificial Intelligence. This role will be responsible for implementing new functionality, managing system data integrity, designing insightful reports, training, and evaluating and integrating new modules and third-party solutions to support business growth, efficiency, and regulatory compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties may include but are not limited to those specifically related to the following functional areas.

**System Implementation & Enhancement:** Configure, test, and deploy new functionality within systems to meet evolving business needs.

**Data Management:** Maintain accurate, secure, and consistent system data; perform regular audits and data clean-up activities.

**Reporting & Analytics:** Design, develop, and maintain custom reports and dashboards to support decision-making across Agency functions.

**Module & Integration Management:** Evaluate, recommend, and implement new system modules and third-party solutions to improve workflows and efficiency.

**User Support & Training:** Provide technical support, troubleshoot issues, and train end-users on system features and best practices.

**Collaboration:** Partner with Finance, IT, and other business units to ensure system alignment with operational and strategic goals.

**Yardi Platform:** Serve as the primary administrator for the Yardi Voyager suite and related modules. Manage system upgrades, integration with external services, security profiles, database maintenance, module implementation, and performance tuning for all functions.

**Laserfiche:** Maintain and optimize the Laserfiche document management system. Develop and administer workflows, security permissions, repository structures, and integration points to ensure efficient digital records management and regulatory compliance.

Emerging Technology & AI Integration: Research, pilot, and deploy Artificial Intelligence (AI) tools that can streamline Agency operations, such as automating routine data entry, enhancing customer communication, and improving fraud detection.

Architecture & Documentation: Collaborate with leadership on IT architecture planning and capacity planning for future growth. Maintain comprehensive, high-quality system and architecture documentation, standard operating procedures (SOPs), and disaster recovery plans.

**SUPERVISORY RESPONSIBILITIES:**

May supervise clerical or other support staff and provide functional supervision and mentorship to other IT staff.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in accounting, finance, information systems, or related field (or equivalent experience). 3+ years of experience in systems administration or administering financial or ERP systems. Proficiency in report writing tools and data visualization platforms. Experience with system integrations, document management systems, and third-party application management. Excellent analytical, problem-solving, and communication skills.