



Job Descriptions – Housing Management

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HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Chef
Department: Housing Management
Reports To: Deputy Director – Housing Management
FLSA Status: Non-Exempt
Approved Date: 11/18/09

SUMMARY

Under the direction of the Deputy Director-Housing Management, plans and directs the culinary operation, food preparation, sanitation, and food delivery for food outlets operated by the Housing Authority. Ensures all safety, nutritional, and quality standards are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Supervises and performs work in the food preparation at Agency sites.

Ensures work areas and equipment are maintained in a clean and sanitary manner; and monitors compliance with sanitation, safety, and health regulations.

Inspects food for quantity, quality, and temperature; assures proper storage and use of inventory; and monitors and logs temperatures.

Calculates food requirements; requisitions food items, supplies, and equipment and completes related documents; and assures proper preparation of meals, diets, and portion controls.

Assists in the training and development of staff.

Controls food, equipment and labor costs through effective menu planning, purchasing, inventory control, and food production.

Evaluates and monitors food preparation layout and equipment and introduces changes within budget constraints to increase effectiveness, safety and overall quality. Researches and recommends culinary related capital improvements to achieve business goals as needed, providing all appropriate guest service impacts and ROI analysis.

Responsible for maintaining quality of food product and ensuring consistency and safety in all food preparation, delivery and standards.

SUPERVISORY RESPONSIBILITIES

This position supervises the cooks and all food service positions.

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 a formal culinary school and five (5) years experience as a chef working in a complex culinary environment or a combination of education, training, and experience that would demonstrate possession of the knowledge, skills, and abilities required to successfully perform the job duties.

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 small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

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 Driver License and be insurable by the Housing Authority's automobile insurance carrier. Possession of or ability to obtain within one year of hire, all regulatory agency required food service certifications.

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 and sit. The employee is required to move from place to place within the work site and to move to and from the various work sites within the Agency. The employee must

occasionally lift and/or move up to 50 pounds. The employee must be able to safely use all commercial kitchen equipment, including knives, slicers, stoves, etc. The employee must be able to use a computer for the purpose of inputting and retrieving data and must be able to analyze computer printouts and other written material.

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 and hot, cold or moist conditions found in a commercial kitchen. The noise level in the work environment is the normal noise level found in a commercial kitchen.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Compliance Specialist
DEPARTMENT: Housing Management
REPORTS TO: Deputy Director—Housing Management
FLSA STATUS: Not exempt
ARROVED DATE: 05/09/07

SUMMARY

Under general direction from Housing Management provides internal quality control for all Agency housing programs. May manage the day-to-day operations for specialized properties such as Property-Based Section 8 and Tax Credit.

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

Reviews case files of tenants for compliance with Agency and programmatic rules, regulations and guidelines serving as Quality Control for the Agency. Submits reports of audit findings to Management.

Reviews all tenant files at Tax Credit and other specialized properties for program and Agency compliance.

Develops, revises, maintains and implements procedural guides. May provide training to Housing Managers.

May act as Housing Manager for some specialized properties or, in the absence of the regular Housing Manager, act as a temporary Housing Manager.

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.

SUPERVISORY RESPONSIBILITIES

This position may supervise clerical personnel.

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 Public or Business Administration, Social Sciences or related field; a minimum of one year of related experience and/or training; 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.

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.

Possession of, or the 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 trainings 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 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 generating reports and other documents, 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 is usually moderate.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Cook
Department: Housing Management
Reports To: Chef
FLSA Status: Non-Exempt
Approved Date: 11/18/09

SUMMARY

Under the direction of the Chef, prepares food and beverages using standardized recipes in a clean and sanitary environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Prepare all food and beverages according to recipes, maintaining food quality and ensuring consistency and safety by adhering to safe food handling practices.

Keep work stations and all kitchen equipment organized, clean and sanitary.

Serve food adhering to portion control techniques.

May wash and store dishes. May collect garbage and trash and dispose of same.

Store food properly.

Operate a variety of equipment used in food preparation.

Work cooperatively with other food service workers and other employees.

Communicate with Chef to coordinate food and menu preparation and substitutions.

SUPERVISORY RESPONSIBILITIES

This position may occasionally give direction to Food Service Workers.

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 GED and completion of a food preparation class and two years experience working as a cook in a complex culinary environment or a combination of education, training and experience that would demonstrate possession of the knowledge, skills and abilities to perform the job duties of the position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instruction, recipes, and procedure manuals. Ability to speak politely and effectively to residents, co-workers and supervisors.

MATHEMATICAL SKILLS

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

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 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 automobile insurance carrier. Possession of or ability to obtain within one year of hire, all certifications required by food service regulatory agencies.

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 continuously required to stand and walk. The employee is occasionally required to move from place to place within the site and to move to and from the various sites within the Agency. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to safely use all commercial kitchen equipment, including dish washers, knives, slicers, stoves, steam tables, etc.

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 and hot, cold or moist temperatures found in a commercial kitchen.

The noise level in the work environment is the normal noise level found in a commercial kitchen.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Farm Labor Center Housing Manager (Seasonal)
DEPARTMENT: Housing Management
REPORTS TO: Housing Programs Administrator
FLSA STATUS: Non exempt
APPROVED DATE: 07/08/2015

SUMMARY

Under the general supervision of the Housing Management Director or designee performs housing management and accompanying clerical tasks in accordance with established OMS/USDA and Housing Authority policies and performs other related duties as required and/or directed.

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 OMS/USDA and 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 OMS/USDA and Housing Authority policies and procedures.

Prepares required reports relative to the operation of the housing development.

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 Finance and Housing Management Directors 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.

SUPERVISORY RESPONSIBILITIES

May supervise trainee and/or temporary 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. Bi-lingual (English/Spanish) ability is desirable.

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, USDA Rural Development 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, reports and drive an Agency vehicle.

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: Food Service Worker
Department: Housing Management
Reports To: Chef
FLSA Status: Non-Exempt
Approved Date: 11/18/09

SUMMARY

Under the direction of an assigned supervisor, assist in the preparation and serving of beverages and food, maintain cleanliness of work areas and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Assist in preparation of all food and beverages maintaining food quality and ensuring consistency and safety by adhering to safe food handling practices.

Serve food adhering to portion control techniques.

Maintain all food preparation and service areas in a clean and sanitary condition. Wash and store dishes. Collect garbage and trash and dispose of same.

Store food properly.

Operate a variety of equipment used in food preparation.

Work cooperatively with other food service workers and other employees.

Through excellent customer service, courteously provide a pleasant dining experience for all residents and guests.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

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 GED and completion of a food preparation class and one year experience working in a food service environment or a combination of education, training and experience that would demonstrate possession of the knowledge, skills and abilities to perform the job duties of the position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions, recipes and procedure manuals. Ability to speak politely and effectively to residents, co-workers and supervisors.

MATHEMATICAL SKILLS

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

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 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 automobile insurance carrier or be able to meet these requirements within one year of hire.

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 continuously required to stand and walk. The employee is occasionally required to move from place to place within the site and to move to and from the various sites within the agency. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to safely use all commercial kitchen equipment, including dish washers, knives, slicers, stove, steam tables, etc.

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 and hot, cold or moist temperatures found in a commercial kitchen. The noise level in the work environment is the normal noise level found in a commercial kitchen.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Housing Administrator
Department: Housing Management
Reports To: Executive Director
FLSA Status: Exempt
Approved Date: 04/13/16

SUMMARY

Under the direction of the Executive Director or designee manages the day-to-day operations of the Agency's Housing Programs including administrative and operational functions. The Housing Administrator shall provide administrative supervision to Housing Management staff and make appropriate management decisions as deemed necessary to ensure program effectiveness. Work may be focused on either the Housing Management or the Voucher programs as assigned. Performs other related duties as required.

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

Plans, organizes, directs and administers activities in the operation of the Housing Management Department.

Establishes and reviews departmental policies and procedures within HUD and Housing Authority guidelines.

Recommends revisions to existing organizational or procedural policies to reflect the addition of newly mandated requirements.

Confers with representatives of Federal, State, County and City agencies on various housing management activities.

Develops and maintains a system of operating records.

Prepares departmental budget recommendations.

Directs and performs research for a wide variety of operational projects.

Assists in the planning and development of Housing Authority programs.

Gathers and analyzes various forms of data needed for the preparation of reports and development of recommendations.

Explains and interprets policies, programs and developmental activities of the Housing Authority, HUD, USDA, TCAC and other funding sources to residents, citizens and representatives of local agencies.

Supervises and directs the work activities of the Housing Management Department supervisors; reviews the work of staff to assure compliance with Agency policies, procedures and program regulations and guidelines.

Conducts management, staff and tenant meetings as directed; evaluates subordinate staff, serves on oral interview panels as requested and assists in the selection of staff; makes recommendations regarding transfers and improved utilization of departmental employees; investigates and reports to the Executive Director or designee on housing management matters.

Reviews and prepares comprehensive reports; performs research and analysis evaluating housing program needs; analyzes situations accurately and takes effective action; speaks and writes effectively, interprets and applies Housing Authority policies and procedures; establishes and maintains a cooperative relationship with those contacted in the course of work.

Requires ability to deal with a variety of complex governmental housing program regulations and guidelines, and proper application of same; must be effective in dealing with the public governmental entities.

SUPERVISORY RESPONSIBILITIES

This position directly supervises the supervisory staff of the Housing Management Department carrying out supervisory responsibilities 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.

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

B.A. or B.S. degree from accredited, four year college or university in Public or Business Administration, Social Sciences or related field; a minimum of three (3) years of related administrative and supervisory experience or training; or the equivalent 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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 Drivers' License and be insurable by the Housing Authority's auto insurance carrier.

Possession of, or the ability to obtain within one year from date of appointment, Public Housing Manager (PHM) Certification, Housing Choice Voucher Certification, USDA Rural Development Certification, IRS Section 42 Tax Credit Certification and/or required trainings 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 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 generating reports and other documents, 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 is usually moderate.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Housing Coordinator
DEPARTMENT: Housing Management
REPORTS TO Housing Administrator
FLSA STATUS: Non-Exempt
APPROVED DATE:05/18/16

SUMMARY

Under supervision of the Housing Administrator, coordinates and manages work under the jurisdiction of the Housing Management or Voucher Programs as assigned. Is responsible for compliance with the policies and procedures established by the Housing Authority for the assigned area.

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

Coordinates and directs acceptance and processing of housing applications and selection of tenants for various housing programs. Coordinates and directs processing of housing participants for continued assistance.

Works closely with Housing Managers, Housing Specialists, clerical and other staff in assigning vacancies, transferring and relocating residents.

Ensures that the verification and qualification of applicants is complete and accurate.

Works closely with Housing Managers, Applications and Section 8 office personnel in regard to prompt and efficient housing of applicants and handling of tenant transfers.

Is responsible for maintaining the records of active and inactive applications and tenant files.

Ensures achievement of program goals, including but not limited to unit turnaround, vacancy, utilization, rent collection, timely recertification and program/lease compliance.

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

Audits participant files for annual SEMAP and PHAS Certification.

Maintains statistical data on applicant and tenant demographics.

Ensures outstanding customer service to applicants, property owners, provider agencies and the public.

Maintains good working relationships with the public, program participants and property owners on behalf of the Authority.

Consults with the Housing Administrator concerning issues related to personnel, the public, owner and tenant relations and eligibility.

May assist the Housing Managers, Housing Specialists and other staff in their assigned area with the screening, accepting and recording of applications, the verifying of income, assets, preferences and other eligibility criteria, maintaining of records Voucher participation issuance, calculating of gross family income, the issuance of Housing Choice Vouchers, the negotiating of contract rents, completion of housing quality standards inspections, preparation of Housing Assistance Payments Contracts, and other tasks as needed.

May coordinate the performance of all housing quality standards inspections and reviews and/or completes all related paperwork.

Maintains records of voucher issuance by bedroom size and monitors issuance to stay within budgetary and program guidelines.

Assists in the preparation and tracking of departmental budget.

SUPERVISORY RESPONSIBILITIES

Direct supervision of Housing Managers, Housing Specialists, clerical personnel and Section 8 Inspectors in assigned area. Carries out supervisory responsibilities in accordance with the Housing Authority's policies and applicable laws. Responsibilities include training; assigning and directing work; appraising performance; 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

B.A. or B.S. degree from an accredited four year college or university in Business or Public Administration and two years of progressively responsible experience in affordable housing or related field. Education beyond a high school diploma may be substituted year for year with responsible and related work experience. Must have demonstrated ability to make decisions; meet and deal effectively with people; understand and interpret policy and procedures; understand office practices; ability to maintain harmonious relationships with other employees, property owners, tenants and voucher holders.

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 in a computerized environment. Ability to effectively present information and respond to questions from groups of managers, clients and the general public.

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

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.

CERTIFICATES, LICENSES, REGISTRATIONS

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

Possession of or have the ability to obtain within one year from the date of appointment Public Housing Manager Certification, Housing Choice Voucher Certification, Housing Quality Standards Inspections Certification, USDA Rural Development Certification, IRS and/or Section 42 Tax Credit Certification depending on the assignment.

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 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.

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

JOB TITLE: Housing Manager Trainee
DEPARTMENT: Housing Management
REPORTS TO: Housing Coordinator
FLSA STATUS: Non exempt
APPROVED DATE: 06/21/2023

SUMMARY

Under direct supervision, Housing Manager Trainees will learn and perform unskilled and semiskilled duties in the daily operations of Housing Authority properties; learn and perform financial administration duties, handling maintenance requests, fill vacant units, perform tenant eligibility, marketing, compliance and statistical reporting in accordance with established Housing Authority policies.

Trainees will learn and assist Housing Manager I and II with the following essential duties and responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Receives written and verbal instructions from Housing Manager on site.

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 Finance Director 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.

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 of one or more of the following programs depending on the location of the position: Low Income Public Housing, USDA Rural Development, IRS Section 42 Tax Credit Housing, California Housing Finance Agency Programs, State of California Housing and Community Development Programs, HOME Funding Programs, Project-based Voucher Programs, and Non-assisted Housing.

QUALIFICATIONS

Learn and perform unskilled and semi-skilled property management and clerical duties satisfactorily, have computer knowledge, familiar with office equipment, read, write and carry out oral and written instructions; be safety conscious; have good communication skills; work well with supervisor, coworkers and the public

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and experience in the performance of related work is desirable or any 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.

CERTIFICATES, LICENSES, REGISTRATIONS

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

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Housing Manager I
DEPARTMENT: Housing Management
REPORTS TO: Assistant Housing Administrator/Asset Manager
FLSA STATUS: Non exempt
APPROVED DATE: 9/9/15

SUMMARY

Under the general supervision of the Deputy Director—Housing Management 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 of one or more of the following programs depending on the location of the position: Low Income Public Housing, USDA Rural Development, IRS Section 42 Tax Credit Housing, California Housing Finance Agency Programs, State of California Housing and Community Development Programs, HOME Funding Programs, Project-based Voucher Programs, and Non-assisted Housing.

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

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.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Housing Manager II
Department: Housing Management
Reports to: Assistant Housing Administrator/Asset Manager
FLSA Status: Non Exempt
Approved Date: 9/9/15

SUMMARY

Under the general supervision of the Deputy Director-Housing Management 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. This is the full journey level class in the Housing Manager series. Positions in this class are flexibly staffed and are filled by advancement from the I level.

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 applicants = 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 of one or more of the following programs depending on the location of the position: Low Income Public Housing, USDA Rural Development, IRS Section 42 Tax Credit Housing, California Housing Finance Agency Programs, State of California Housing and Community Development Programs, HOME Funding Programs, Project-based Voucher Programs, and Non-assisted Housing.

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

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 programs. Must have completed two years of service as a Housing Manager I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies.

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.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Lead Housing Manager
Department: Housing Management
Reports to: Housing Administrator
FLSA Status: Non-Exempt
Approved Date: 12/08/2021

SUMMARY

Under the general supervision of the Housing Administrator, 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.

The Lead Housing Manager differs from the Housing Manager II position in the level of responsibility. This is a working lead level. The incumbent may provide direction, establish priorities, assign tasks, coordinate work projects and the work of other personnel.

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

Fill in for staff when they are on vacation or leave (anything more than a couple of days).

Provide Housing Manager training for new and existing employees.

Schedule regular and routine outside trainings. Quality Control for file reviews.

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 applicants' 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 of one or more of the following programs depending on the location of the position: Low Income Public Housing, USDA Rural Development, IRS Section 42 Tax Credit Housing, California Housing Finance Agency Programs, State of California Housing and Community Development Programs, HOME Funding Programs, Project-based Voucher Programs, and Non-assisted Housing.

SUPERVISORY RESPONSIBILITIES

Is responsible for training and helping evaluate the Housing Manager classifications.

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 programs. Must have completed two years of service as a Housing Manager I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies.

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.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Housing Navigator
DEPARTMENT: Housing Management
REPORTS TO: Housing Coordinator
FLSA STATUS: Non exempt
APPROVED DATE: 12/14/16

SUMMARY

Under general supervision provides housing transition and retention services to homeless persons or persons at-risk of homelessness; coordinates, provides access to and monitors the appropriate delivery of such services.

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

Informs clients about availability of services and assists in the application process.

Interviews applicants requesting housing and supportive services from the Whole Person Care Program; obtains information to verify eligibility; qualifies applicants for the program by verifying eligibility factors, completes intake records and develops and implements service plans.

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

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

Provides case management services. Acts as advocate on clients' behalf with outside agencies assuring positive outcomes from services provided.

Assists with housing applications and processes applications for subsidized housing. Assists directly in the search process for suitable housing.

Negotiates contract rents with property owners, assigns contract numbers, prepares Housing Assistance Payments contract and amendments as required and obtains necessary signatures. Calculates payments to owners including proration of HAP subsidy and abatement.

Provides general assistance and advocacy related to supportive and social services.

Provides up-to-date information and clarification regarding supportive service programs. Advocates for and links clients to community services.

Conducts housing assessments and develops individualized housing supportive plans.

Conducts housing inspections and related paperwork as required. Ensures that the living environment is safe and ready for move-in. Identifies and secures resources to cover allowable move-in expenses. Assists in the move by identifying moving resources.

Promotes a positive social climate that fosters clients' psychosocial well-being by developing, implementing and monitoring appropriate services for participants. Provides early identification and intervention for behaviors that may jeopardize housing and continuance in the program.

Helps maintain good relations with public, participants and owners on behalf of the Housing Authority. Develops crisis plans that includes prevention and early intervention services when housing is jeopardized. Assists in resolving disputes with landlord and/or neighbors.

Makes home visits to determine housekeeping habits, verify housing condition, and establish housing need.

Conducts initial, annual, interim and special housing reviews and processes rent changes resulting from recertification or other changes.

Organizes and coordinates special functions, meetings and trainings. May provide tenant transportation as required.

Provides continual training on being a good tenant, educating clients on the role, rights and responsibilities of tenants and landlords. Coaches on developing and maintaining key relationships with landlords/property managers. Assists in resolving disputes with landlords and/or neighbors.

Interfaces, through public speaking engagements and other means, with a variety of other agencies and the public relating to the access, maintenance and expansion of the Whole Person Care Program.

Provides training to clients on available services, clients rights, lease obligations and occupancy policies.

Maintains database of client files and profiles. Keeps records of active and inactive applications.

Prepares and submits all pertinent statistical and other forms and reports required as part of the program entering necessary data into Yardi and Plexis Plus Programs.

Responds promptly and according to Housing Authority policy to requests for information and assistance.

Works cooperatively with others, including co-workers, clients and service providers.

SUPERVISORY RESPONSIBILITIES

May supervise clerical, temporary and trainee personnel.

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

EDUCATION and/or EXPERIENCE

Any combination of education or training equivalent to a four-year degree from an accredited college or university in public administration, social services or related field. Relevant experience coordinating services to low income households may be substituted for the education requirement on a year for year basis.

LANGUAGE SKILLS

Ability to read, analyze, 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 clients, the general public and employees of the Agency.

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 current 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 is occasionally required to work at a desk, move from housing unit to housing unit, including by elevator and stairs, communicate in person and by telephone with residents, the general public and coworkers, drive an automobile for the purpose of transporting residents and traveling from one development site to another. The employee must be able to use computer equipment for the purpose of inputting and retrieving data and preparing reports and correspondence. 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. The noise level in the work environment is usually moderate.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

JOB TITLE: Housing Specialist I
DEPARTMENT: Housing Management
REPORTS TO: Housing Coordinator
FLSA STATUS: Not Exempt
APPROVED DATE: 10/10/01

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.

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.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Housing Specialist II
Department: Housing Management
Reports to: Housing Coordinator
FLSA Status: Not Exempt
Approved Date: 10/10/01

SUMMARY

Under general 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 full journey level class in the Housing Specialist series. Positions in this class are flexibly staffed and are filled by advancement from the I level.

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 proration of HAP subsidy and abatement.

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

Conducts initial, 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.

SUPERVISORY RESPONSIBILITIES

May exercise functional and technical supervision over lower level 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

High school diploma or general education degree (GED) and at least two years of responsible clerical work involving bookkeeping, data entry and typing or any equivalent combination of training and experience. 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. Must have completed two years of service as a Housing Specialist I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies.

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.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Lead Housing Specialist
Department: Housing Management
Reports to: Housing Administrator
FLSA Status: Not Exempt
Approved Date: 12/08/2021

SUMMARY

Under general supervision of the Housing Administrator, performs a variety of duties involved in providing housing assistance to low income persons under the Section 8 and related assisted housing programs.

The Lead Housing Specialist differs from the Housing Specialist II position in the level of responsibility. This is a working lead level. The incumbent may provide direction, establish priorities, assign tasks, coordinate work projects and the work of other personnel.

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

Fill in for staff when they are on vacation or leave (anything more than a couple of days).

Provide Housing Specialist training for new and existing employees.

Schedule regular and routine outside trainings. Quality Control for file reviews.

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 proration of

HAP subsidy and abatement.

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

Conducts initial, 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.

SUPERVISORY RESPONSIBILITIES

Is responsible for training and helping evaluate the Housing Specialist classification.

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 responsible clerical work involving bookkeeping, data entry and typing or any equivalent combination of training and experience. 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. Must have completed two years of service as a Housing Specialist I with satisfactory or above overall performance appraisal ratings and without any performance deficiencies.

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.

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: 10/10/01

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 typewriter and/or 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.

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,

fax machine, typewriter, two-way radio, and multi-line phone system.

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 clerk typist trainee, or one year of experience in general typing 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: Office Assistant III
Department: As Assigned
Reports To: Deputy Director
FLSA Status: Non-Exempt
Approved Date: 10/10/01

SUMMARY

Under general supervision, performs a variety of clerical duties requiring a knowledge of interrelated departmental paperwork and procedures.

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

Communicates effectively and may act as a liaison with residents, staff and other agencies.

Develops and maintains files of correspondence, departmental reference material and reports.

Contacts other departments for the purpose of gathering information.

May coordinate the routine assignments of other clerical personnel, checking completed work for form, completeness and accuracy.

Works on assignments requiring a high degree of initiative and independent judgment, and confidentiality.

Operates a variety of computer software, including Windows applications.

Prepares program related routine correspondence and reports, and newsletters.

Collects data, tabulates and posts data, and compiles records, reports and grant applications.

Manages supply inventory, prepares and routes requisitions for supplies, equipment or services and tracks their receipt.

Maintains control of agreements for temporary personnel.

Operates computer terminal to input and retrieve data.

Operates office machines such as typewriter, adding, calculating and duplicating machines.

Prepares reports including conclusions and recommendations for solution of administrative problems.

May be required to record and transcribe minutes of meetings.

Directs services such as maintenance, repair, supplies, mail and files for area of responsibility.

Reads incoming material and sorts it according to established file system.

SUPERVISORY RESPONSIBILITIES

May supervise temporary workers or trainees.

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) required. Completion of an accredited business school preferred. Two years experience required as clerical support for social service agency or other related experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, reports and correspondence. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients 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 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 Driver License and be insurable by the Housing Authority'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 move from place to place within the assigned office and between offices. The employee must be able to use a computer for the purpose of inputting and retrieving data. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to operate a motor vehicle.

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: OMS Camp Manager
DEPARTMENT: Facilities Management/Housing Management
REPORTS TO: Facilities Management/ Housing Management
FLSA STATUS: Non-Exempt
APPROVED DATE: 05/14/03

SUMMARY

Under general supervision of the Deputy Director - Facilities or designee, works with and supervises the activities of maintenance employees engaged in the repair and maintenance of assigned project buildings, grounds, and equipment, and does related work as required, including, but not limited to training new employees in an on-the-job situation.

Under general supervision of the Deputy Director - Housing Management 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.

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

Supervises and performs work in the maintenance of project buildings and grounds such as patching roofs, replacing screens, making electrical repairs, refinishing floors and replacing ceramic and floor tiles as needed, installing or moving shelves or partitions, installing and repairing plumbing fixtures, painting walls and woodwork, servicing, repairing and adjusting equipment such as heaters, ranges, evaporative coolers, air conditioning and central heating equipment.

Inspects buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work.

Inspects work done by employees to see that it meets established standards.

Estimates time and materials needed in order to complete a job.

Assigns work and supervises the maintenance employees in an assigned housing project.

Provides input for performance evaluations for workers assigned to them.

Provides information as necessary regarding industrial injuries.

Directly supervises employees in their particular maintenance department location.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Provides training and plans, assigns and directs the work of subordinates.

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 leases 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 notice, 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 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.

Although the Farm Labor Center is open from April through October, the Camp Manager is a full time, year-round position. Employee is provided on-site housing and is required to be on call every other weekend.

SUPERVISORY RESPONSIBILITIES

Supervises maintenance and clerical staff and trainee/temporary staff assigned to work location.

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.

Knowledge of the practices, tools and equipment/materials utilized in the various building, janitorial and grounds keeping fields; ability to perform a variety of skilled and semiskilled maintenance and repair tasks; ability to plan and lay out work for others; ability to estimate material and labor costs; ability to make periodic and special reports; ability to effectively supervise, train, and evaluate the work of others.

EDUCATION AND/OR EXPERIENCE

Graduation from high school and five years of experience in building and grounds maintenance work, or any equivalent combination of training and experience, including trade schools and/or apprenticeship programs.

LANGUAGE SKILL

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 small group situations to customers, clients, and other employees of the organization. Bilingual (English-Spanish) ability is desirable.

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 current California Driver License and be insurable by the Housing Authority's auto insurance carrier.

Possession of or the ability to secure within one year from the date of hire, the United States Department of Agriculture (U.S.D.A.) Rural Development Certification of Training and the Uniform Physical Condition Standard (U.P.C.S.) Certification.

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 moving from unit to unit within the assigned work location. The employee must be able to perform tasks typically requiring the use of manual and power hand tools and a computer keyboard. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, to enable handling of tools and ability to read printed work orders and computer screen. Employee must be able to communicate in person and on the telephone with the public and co-workers.

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 cold, wet and/or humid conditions, and outside weather conditions. Employee will work with and

around moving mechanical parts. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to high places, such as the roofs of buildings.

HOUSING AUTHORITY OF THE COUNTY OF KERN
Job Description

Job Title: Inspector
Department: Housing Management
Reports To: Housing Coordinator
FLSA Status: Non Exempt
Approved Date: 8/10/2022

SUMMARY

Under general supervision, performs a variety of specialized inspection activities involving the repair, modification and maintenance of subsidized housing facilities and assures compliance with applicable Housing Quality Standards (HQS).

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

Performs initial and annual detailed inspections of the structural condition of subsidized housing units to determine compliance with safety regulations, building codes and applicable housing quality standards, identifying deficiencies and listing or summarizing necessary work items.

Performs interim inspections and certifies satisfactory completion of repair work by owner.

Inspects and assesses electrical, plumbing and structural damage which has occurred in subsidized housing facilities.

Notes and reports all repairs and corrective measures necessary to bring the unit up to standard as required by Federal and local regulations.

Enters information regarding unit inspections into the Housing Authority database.

Communicates with property owners, residents and Housing Specialists as necessary regarding deficiencies revealed at the time of unit inspections.

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 minimum of two (2) years experience in building inspection, construction or a related field likely to provide experience of the type necessary to perform the job duties.

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 area (room size).

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.

Must possess Housing Quality Standards (HQS) Certification or be able to acquire HQS Certification within one year of appointment to this position.

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 by telephone and in person with residents, coworkers and the general public. The employee frequently is required to move from place to place within a dwelling unit and between dwelling units throughout the County in order to perform inspections. The employee must be able to inspect the unit and peripheral buildings in their entirety, including cabinets, wherever they may be placed in the unit; attics and basements and roofs. The employee must also be able to inspect elements of the housing or furnishings which may be in tight areas, such as water heater and stove connections. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to use a computer for the purpose of inputting and retrieving information, and must be able to operate a motor vehicle.

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: Lead Inspector
Department: Housing Management
Reports To: Housing Administrator
FLSA Status: Non-Exempt
Approved Date: 11/12/2025

SUMMARY

Under general supervision, leads the inspection team which performs a variety of specialized inspection activities involving the repair, modification and maintenance of subsidized housing facilities and assures compliance with applicable Housing Quality Standards (HQS). The incumbent is responsible for assisted housing program activities and multi-team management such as scheduling, coordinating, and conducting housing inspections, owner public relations and rent reasonableness standards.

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

Performs initial and annual detailed inspections of the structural condition of subsidized housing units to determine compliance with safety regulations, building codes and applicable housing quality standards, identifying deficiencies and listing or summarizing necessary work items.

Performs interim inspections and certifies satisfactory completion of repair work by owner.

Inspects and assesses electrical, plumbing and structural damage which has occurred in subsidized housing facilities.

Notes and reports all repairs and corrective measures necessary to bring the unit up to standard as required by Federal and local regulations.

Enters information regarding unit inspections into the Housing Authority database.

Communicates with property owners, residents and Housing Specialists as necessary regarding deficiencies revealed at the time of unit inspections.

Communicates with property owners who are potential participants in the Section 8 program, giving an overview of Housing Quality Standards.

Assists in managing and monitoring a team's workload, vacation, etc., to ensure work completion.

Prepares rent reasonableness determination on properties of the Authority's assisted housing programs.

Collects information on rent comparables for use in determining the reasonableness of rental levels in the program.

Conducts ongoing reviews of Fair Market Rents (FMR's), exception rents, rent reasonableness standards, and utility allowance schedules for the Authority's assisted housing programs.

Ensures that all HQS records are maintained in a neat and well-organized manner.

Assists in supervising, training and evaluating the performance of team personnel.

SUPERVISORY RESPONSIBILITIES

Direct supervision of the Inspections team to include Inspectors and clerical personnel. Carries out supervisory responsibilities in accordance with the Housing Authority's policies and applicable laws. Responsibilities include training, assigning and direction work, appraising performance, 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

High school diploma or general education degree (GED); and minimum of five (5) years experience in building inspection, construction or a related field likely to provide experience of the type necessary to perform the job duties.

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 area (room size).

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.

Must possess Housing Quality Standards (HQS) Certification or be able to acquire HQS Certification within one year of appointment to this position.

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 by telephone and in person with residents, coworkers and the general public. The employee frequently is required to move from place to place within a dwelling unit and between dwelling units throughout the County in order to perform inspections. The employee must be able to inspect the unit and peripheral buildings in their entirety, including cabinets, wherever they may be placed in the unit; attics and basements and roofs. The employee must also be able to inspect elements of the housing or furnishings which may be in tight areas, such as water heater and stove connections. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to use a computer for the purpose of inputting and retrieving information, and must be able to operate a motor vehicle.

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.