

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

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Site Assistant

LOCATION: Kern County, CA

SALARY: \$3,433.89 Monthly + Benefits

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

SUMMARY

Under direction and supervision of the Service Coordinator, assists in the implementation of activities in affordable housing communities.

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

Assists in the maintenance of a resource's manual of public service agencies.

Performs outreach and follow-up with residents residing at specific sites as assigned.

Oversees activities for residents residing at specific sites as assigned.

Works with Service Coordinator to organize and oversee the daily operations of Community Rooms/centers.

May assist in transporting residents and volunteers to Agency sponsored events.

Coordinates volunteer participation in activities.

Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities such as meetings, sports events or after school activities.

Welcomes visitors to activity sites and notifies participants and visitors of activity schedules and registration requirements.

Monitors spectators and participants at events to ensure orderly conduct.

Receives, stores, and issues sports and activity equipment and supplies.

Keeps attendance records at events and activities, operates electronic equipment, and monitors activities of participants during recreational trips or tours.

Works with Service Coordinator to identify activities/services for project sites.

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 abilities 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). Experience requiring knowledge of practices and procedures for working with volunteers; communication techniques, report preparation, program evaluation, organization and coordination of multiple activities at several locations, program policy enforcement and conflict resolutions skills.

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 add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

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.

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, program participants, coworkers and the general public, both in person and by telephone. The employee is regularly required to move within the activity center and between development sites. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to read a computer screen and printed 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 may be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

BENEFITS

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

SALARY PLAN

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

OTHER QUALIFICATIONS

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

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

APPLICATION

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

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

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

Applications will be accepted at the Central Office of the Housing Authority located at:

601 - 24th Street, Bakersfield, CA, 93301

Or online at: www.kernha.org

Open Until Filled

**THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**