



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Housing Navigator - Time-Limited

An Equal Opportunity Employer

SALARY

\$27.93 - \$33.96 Hourly \$2,242.05 - \$2,726.10 Biweekly \$4,857.77 - \$5,906.55 Monthly
\$58,293.26 - \$70,878.60 Annually

OPENING DATE: 05/06/19

CLOSING DATE: 05/22/19

THE POSITION

The County of Sonoma Housing Authority is now hiring a highly motivated individual, with experience marketing social service programs and negotiating financial incentives, to become their Housing Navigator.

Starting salary up to \$33.96/hour (\$70,878/year), a cash allowance of \$600/month, and a competitive total compensation package!* Candidates with English/Spanish bilingual skills are encouraged to apply!

Join the Community Development Commission's (CDC) Housing Authority in their mission to create affordable housing access in Sonoma County. As their Housing Navigator you will become part of a challenging and rewarding work environment where you will gain the satisfaction of knowing you're working to better your community. You can also look forward to some excellent benefits* including:

- A Staff Development/Wellness Benefit allowance up to \$500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- Premium pay of \$1.15 cents per hour, in addition to the hourly pay rate, for bilingual assignments

The County of Sonoma's CDC and Human Services Department have partnered together to provide intensive, personalized housing location assistance to clients of the Domestic Violence Housing First Program. The program connects our most vulnerable community members with property owners and managers, helping clients rent and live in the private housing market while increasing economic stability for property owners. As the Housing Navigator you will be part of the programs' Housing Assistance Response Team (HART), which advocates with landlords on behalf of clients, negotiates financial arrangements to encourage landlords to rent to clients receiving subsidies, and coordinates with victim advocates and HSD staff in order to obtain wrap around case management in support of each client's needs. Currently, the CDC is looking for an ideal candidate who has knowledge of tenant/landlord relations and Fair Housing laws and practices as well as experience:

- Recruiting and engaging landlords, renter associations, property management companies, and other local housing providers to identify potential rental properties
- Providing financial incentives to landlords to encourage them to rent to clients receiving subsidies, including reimbursement for additional security deposits and paying for last month's rent, tenant screening reports, and the cost of bring a unit up to habitability standards
- Negotiating and implementing housing assistance contracts and leases between property owners and tenants
- Coordinating with victim advocates to find appropriate housing, and assisting clients with housing applications and vouchers
- Arranging and advocating on behalf of clients for shared or innovative housing arrangements for participants when appropriate

- Performing initial housing unit inspections and annual re-inspections of properties for compliance with Federal housing quality standards, to include mediating owner and tenant complaints, processing terminations and claims, and assisting landlords in handling appeals
- Working collaboratively with social works and various other case managers

Please visit the [CDC's Housing Authority website](#) to learn more about the services we provide our community clients. This Time-Limited position is currently funded to December 31, 2019. This position is in the Sonoma County Community Development Commission, which is a separate entity from the County of Sonoma, and not within the Sonoma County Civil Service System. The formal title of this position is Housing Negotiator/Inspector. This position requires a considerable amount of fieldwork.

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and work experience, which provides the opportunity to acquire the knowledge and abilities listed above. Normally, college course work in public administration, economics, political sciences, mathematics or related field and one year recent experience involving direct leasing and management of properties would provide such an opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Special Requirement: Designated position may require the ability to speak, read and write a language in addition to English.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the purpose and processing of a diversity of forms and documents related to leasing and inspection of dwelling; English grammar, vocabulary, spelling, punctuation, and composition.

Thorough knowledge of: accepted principles and practices of appraising and negotiating for lease of residential properties; leasing of rental property, real property management and rental values of both homes and apartments; laws, guidelines, policies and procedures affecting the operations of state and federal leased housing programs.

Working knowledge of: state, federal and local laws and regulations with respect to tenant and landlord rights and responsibilities; laws, ordinances and codes pertaining to the rehabilitation and maintenance of real property; the use of computerized equipment and specific systems used within the agency, the principles of supervision and training.

Knowledge of: economic, sociological and geographic factors affecting housing in Sonoma County.

Ability to: deal effectively and tactfully with realtors, property owners and others in connection with the negotiation of leases; makes accurate appraisals and negotiate leases effectively; read, interpret and apply rules, regulations, policies, and procedures that relate to rental assistance programs; review and determine rental values of property; assemble and analyze data, prepare written reports, and maintain records and make mathematical computations; establish and maintain harmonious and effective working relationships with program clients, property managers, property owners, community groups, other employees and supervisors, staff of other agencies, and the general public; ability to use computerized equipment.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where

equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: EP

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #19/05-9113-CDCTL
HOUSING NAVIGATOR - TIME-LIMITED
CG

Housing Navigator - Time-Limited Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- Association of Bay Area Governments (ABAG)
- California Association of Housing Authorities (CAHA)
- CalJobs
- Careers in Government
- College or University
- Craigslist
- Craigslist Mendocino
- Craigslist Sacramento
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- National Association of Development Organizations (NADO)
- National Community Development Association (NCDA)
- Non-Profit Housing (NPH)
- North Coast Builder's Exchange
- Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO)
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. This position requires driving. Do you currently possess a valid Driver's License?

- Yes No

* 3. Please describe your experience with direct leasing and/or managing properties. Highlight your experience working to house individuals and families. Include the coursework or trainings you have completed which are related to these areas of your expertise.

* 4. Please describe your experience negotiating new rental agreements, leases, and/or lease

renewals. Specify the types of leases you have been involved with and your negotiation methods and techniques.

- * 5. Please describe your public outreach experience promoting and/or educating others on Federal, State, or local housing assistance programs; and detail any preparation of informational resources and/or press releases you completed.

* Required Question