



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

Ending Homelessness Program Manager

An Equal Opportunity Employer

SALARY

\$52.82 - \$64.20 Hourly \$4,240.06 - \$5,153.58 Biweekly \$9,186.81 - \$11,166.09 Monthly
\$110,241.68 - \$133,993.10 Annually

OPENING DATE: 08/02/19

CLOSING DATE: 08/26/19

THE POSITION

The County of Sonoma's Community Development Commission (CDC) seeks a skilled manager to plan and administer programs designed to prevent and end homelessness throughout Sonoma County.

Starting salary up to \$59.40/hour (\$123,974/year), a cash allowance of \$600/month, and a competitive total compensation package!*

The Ending Homelessness Program Manager oversees the CDC's housing and community development projects and is responsible for developing new and modified programs, to include conducting cost analysis and preparing financial plans. Reporting to the Assistant Executive Director, this position directs, plans, assigns, coordinates, reviews, and evaluates the work of staff engaged in project activities, and ensures the team continues to generate high-quality work products. Additionally, the Ending Homelessness Program Manager:

- Oversees programmatic administration of all federal and state mandates impacting the division's programs, including those associated with the Sonoma County Continuum of Care (Home Sonoma County) and the Point-in-Time Homeless Count
- Works closely with the CDC Controller and other fiscal staff to ensure budgeting, accounting, and fiscal coordination at all steps in the development and implementation of programs
- Continuously works to align service delivery with other County departments that also provide essential social and health safety net services, with the goal of improving consumer access to these varied programs
- Provides public information regarding program milestones and effectiveness through coordination with the Commissions' Policy and Communications team
- Represents the County and Commission in various high-profile public forums

The ideal Ending Homelessness Program Manager candidate will have proven experience:

- Analyzing data to improve program/project performance
- Recommending and developing policies related to the operation of community development and homeless services programs and projects
- Administering programs funded through the U.S. Department of Housing and Urban Development, including the preparation of required applications, plans, and reports
- Negotiating terms and conditions for projects between non-profits, state, and federal agencies
- Monitoring program expenditures for program compliance and assisting in the preparation of annual budget reports
- Establishing and maintaining good working relationships with various County departments, County and City officials, and other agencies

What Makes the County of Sonoma a Great Choice

In addition to becoming part of a challenging and rewarding work environment that offers the

satisfaction of knowing that your work improves our Northern California communities, you can also look forward to some excellent benefits*, including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,700 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- Significant portion of health care premiums paid by the County and access to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Retirement fully integrated with Social Security
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

*Salary is negotiable commensurate with experience, salary history, and requirements. Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

The formal title of this position is Community Development Manager. 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.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and work experience which can clearly demonstrate possession of the knowledge and abilities listed.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the Community Development Block Grant Programs for both urban and rural areas. Thorough knowledge of the operations of federally-assisted housing programs for low and moderate income housing. Thorough knowledge of the theory and practices of housing rehabilitation and new construction in urban and rural areas. Thorough knowledge of the principles of housing finance.

Considerable knowledge of: the general principles of land use planning and zoning; statutes, regulations and rules governing federally-assisted housing programs; management techniques and practices; governmental budgeting and the process involved in the preparation of budgets.

Ability to: evaluate and monitor housing programs. Analyze housing finance alternatives in order to evaluate program effectiveness and cost benefits. Understand and interpret statutes and regulations relating to housing and community development programs. Plan and direct the work of others. Establish effective working relationships with the public, other employees and other governmental agencies. Make oral and written presentations to groups and organizations of various sizes.

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 will 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 #19/08-9102-O

ENDING HOMELESSNESS PROGRAM MANAGER

CG

Ending Homelessness Program Manager 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
- Non-Profit Housing (NPH)
- National Community Development Association (NCDA)
- National Association of Development Organizations (NADO)
- 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. Please describe your qualifying education and experience. Highlight your leadership experience as well as the number and types of staff you have supervised.

- * 3. Please provide an example of a policy, procedure, and/or program change you recommended. Describe the types of data you collected, your recommendations, what changes were implemented, and the outcome.

- * 4. Please describe your experience administering programs funded by federal, state, and/or local sources that required the preparation of applications, plans, and reports. Provide a specific example detailing the funding source and your role and responsibilities.

- * 5. Please provide a relevant example of your experience collaborating with multiple stakeholders such as individuals, non-profits, and/or other government entities. Describe your role, any challenges you faced, and the outcome of the collaboration.

- * Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.