



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

DIRECTOR OF HOUSING / COMMUNITY ACTION PROGRAMS

ORAL EXAM IS TENTATIVELY SCHEDULED FOR MAY 2020

**SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS**

FINAL FILING DATE: JUNE 5, 2020 AT 12:00 PM

SALARY INFORMATION

\$7,393 - \$9,436 APPROXIMATE MONTHLY* / \$42.65 - \$54.44 APPROXIMATE HOURLY*

ABOUT THE POSITION

Under general direction to administer the County's various housing and community action programs and to perform related assignments as directed.

The Community Action Agency provides leadership, advocacy, and services assisting low-income and disadvantaged persons to achieve self-sufficiency.

The Housing Authority administers the Section 8 Housing Assistance Payments Program through a contract with the U.S. Department of Housing and Urban Development (HUD). The Housing Authority also assists local efforts to provide affordable housing opportunities to low-income residents.

DISTINGUISHING CHARACTERISTICS

The incumbent in this class is responsible to the Board of Supervisors and the County Administrative Officer for directing the County's Housing Authority and Community Action programs. This position is an unclassified, at will position.

EXAMPLES OF DUTIES

Serves as Executive Director of the County Housing Authority and Community Action Agency; plans, organizes and directs a wide range of programs designed to assist low and moderate income families; reviews and evaluates program operations for compliance and efficiency; identifies and acquires grant funding and the commitment of community resources for the maintenance and expansion of services to those in need; oversees extensive housing support programs consisting of rental assistance payments for eligible families, home purchase programs, and a variety of low interest rehabilitation loans and grants; manages a major real estate

loan portfolio for the purpose of providing financial support for community development services on a County-wide basis; administers a network of community volunteer programs, including the Community Volunteer Center, VISTA, and Retired Senior Volunteer Program (RSVP); administers a federally funded emergency food and shelter program through various non-profit organizations; administers contracts relating to the homeless, victims of domestic violence, senior programs and other social services; coordinates economic development and redevelopment activities with outside agencies; community partnership with the NorCal Continuum of Care coalition; develops annual and long-term departmental objectives, prepares budgets and monitors expenditure controls; supervises and trains staff.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: principles and practices of personnel management, budget and fiscal management, record keeping, and office procedures; grant sources, and grant and contract administration; methods of providing information and liaison techniques necessary for the implementation of programs essential to the internal operation of the department and its public relations; economic and social problems common to low income groups and of community resources available to assist those individuals; basic principles of real estate financing and management; Federal and State regulations as they pertain to the H.U.D. Section 8 program or the Community Services Block Grant and Community Development Block Grant programs and their supporting legislation; supervision and training principles.

Ability to: Make effective public presentations; communicate effectively both orally and in writing; direct and supervise the work of professional, para-professional; establish and maintain effective relationships with other divisions, departments, agencies, boards, public officials, community groups and other organizations; identify, define, and analyze administrative, operational, and programmatic problems and develop recommendations; analyze situations and adopt effective courses of action; exercise initiative, ingenuity, independent analysis, and judgment in solving difficult and complex supervisory, administrative, management, and personnel problems; develop concise, informative, descriptive written and oral reports; comprehend and interpret complex regulations, laws and guidelines; manage various programs and functions and provide effective leadership in implementing those programs; evaluate and monitor program activities to determine if such programs are in compliance and operating efficiently; initiate and coordinate the delivery of social service programs by community groups; establish and maintain effective relationships with government officials, community organizations, department staff, and others; communicate effectively with individuals and groups from divergent backgrounds through oral and written means; accurately forecast multiple program expenditures and revenues and prepare complex budgets; supervise and train staff.

These employment standards are typically with the equivalent to a bachelor's degree in business administration or other field related to the position, and two years of management experience in related programs.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license with an acceptable driving record according to County policy.

IDEAL CANDIDATE

The ideal candidate has experience as a manager in city or county housing programs; has experience as a leader in multi-agency based programs; has a bachelor's degree; has skills as an excellent communicator; has good collaboration skills and has the ability to navigate in a political environment.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Please describe your most significant experience working with government housing programs.
2. Please describe your experience with grant writing and administration.
3. Please describe your management and personnel administration experience.
4. Please describe an accomplishment which demonstrates your skills in establishing positive partnerships in your community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff. Some situations may involve crisis or conflict resolution.

OTHER CONSIDERATIONS

- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be

provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.

- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 7.25% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 12:00p.m., on June 5, 2020. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Applicants are encouraged to apply on-line at [apply online](#) or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515