



## Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

### *Job Announcement for the Position of*

#### **Rental Assistance Manager**

**\$56,256 - \$92,148 Annually**

#### **THE AGENCY**

The Stanislaus Regional Housing Authority, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year-round farm labor housing, and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne, and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

#### **MISSION**

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

#### **HOUSING**

Provide decent, safe, and affordable rental housing and homeownership opportunities.

#### **ECONOMIC DEVELOPMENT**

Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

#### **COMMUNITY DEVELOPMENT**

Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

1612 Sisk Road, Modesto, CA 95350-2501 ■ P.O. Box 581918, Modesto, CA 95358-0033  
TDD 711 ■ [www.stanregionalha.org](http://www.stanregionalha.org) ■ Phone: (209) 557-2000 ■ Fax: (209) 557-2011



## **THE POSITION**

The Rental Assistance Manager position is focused on planning, organizing, and supervising personnel, activities and operations of the assigned Housing Authority Division. This position will also assist with other duties including budgeting, tenant eligibility, tenant and landlord relations, coordination of assigned activities with other Housing Authority departments and outside agencies and other duties as described more specifically below. Successful candidates for this position will demonstrate experience, knowledge, skills and abilities in the following areas:

- Provide lead supervision to staff in the Rental Assistance Division by assigning, scheduling and reviewing work of assigned staff including task assignment, planning, and performance reviews.
- Evaluate work performance, maintain team cohesion, and address employee issues.
- Coordinate activities, enforce standards, allocate personnel, select and train new employees, and implement discipline when necessary.

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

- Plans, organizes, and supervises housing assistance eligibility program activities including tenants, program participants and applicants' eligibility for affordable housing, migrant housing, farm labor housing, public housing and other various housing programs.
- Answers concerns and questions of staff and the general public in regards to policy and procedures of the Authority and HUD regulations.
- Participates in the development of the Department work plan, and assigns work activities, projects and programs to staff. Monitors work flow. Reviews and evaluates work products, methods, and procedures.
- Assists in planning and organizing the tenant eligibility activities, including schedules and methods for departmental activities.
- Reviews program policies to ensure alignment with changing regulations, laws, and guidance. Develops and implements HCV policies and procedures, including the Administrative Plan.
- Assists in coordinating department activities with those of other departments and outside agencies and organizations.
- Participates in budget preparation, implementation and administration. Assists in the forecasting of additional funds needed for staffing, equipment, materials, and supplies.



- Investigates and resolves conflicts between tenants and their landlords.
- Responds to emergency calls as required after normal working hours.
- Coordinates the implementation of Housing Authority policies and procedures with tenants, program participants and applicants.
- Attends and represents the Authority at meetings as directed.
- Maintains records of tenant, program participants and applicant actions and related documents.
- Sends and receives a variety of correspondence.
- Recommends goals and objectives and assists in the development of policies and procedures.
- Performs other related duties as assigned.

#### **NONESSENTIAL DUTIES**

- Educates the public on rental assistance programs and other Housing Authority programs by presenting general public training sessions.
- Attends training programs as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Executive Director and direct supervision from the Director of the Rental Assistance Division. Manages subordinate supervisors and employees in the assigned Division unit. Is responsible for the overall direction, coordination, evaluation and service levels of the assigned unit. Also directly supervises assigned non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hire recommendations, and employee training; planning, assigning, and directing work; appraising performance; rewarding employees and recommending discipline; addressing complaints and resolving problems; and termination recommendations.

#### **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 EXPERIENCE**

Bachelor's degree preferred, from a four-year college or university with concentration in public administration, business administration, or applicable social science or four to six years related experience or equivalent combination of education and experience.

Experience with affordable housing programs is highly desirable.

Ability to speak, read and write in Spanish is desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License. Depending upon assignment, the following certifications may be required within 12 months of employment:

- Public Housing Manager Certificate
- Inspire Certification
- HCV Management Certification

### **Knowledge of:**

- Authority programs, policies and procedures.
- Tenant interviewing and selection techniques.
- Pertinent Federal, State, and local laws, codes and regulations
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Basic personal computer operation
- Safe work practices
- Business letter writing and basic report preparation.

### **Ability to:**

- Speak, read and write in English
- Gather and analyze data and provide recommendations on policy and procedural issues.
- Prepare and maintain accurate records.
- Analyze tenant and landlord problems and recommend alternative solutions.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work with people from varying income levels and cultures.
- Demonstrate expert level computer skills including Microsoft Office (Excel, Word, PowerPoint and Outlook), SharePoint, and other virtual applications and platforms.
- Manage the complex practices of rental assistance programs or a public housing agency program including administration of various programs, and navigation of complex regulations and policies



## **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. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **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.

## **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 talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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, moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

## **APPLICATION AND SELECTION PROCESS:**

To apply for this position applicants must complete and submit a Housing Authority Employment Application online at <http://www.stanregionalha.org/business-services/employment/>. The position is open until filled. Applications received will be screened for minimum qualifications until the position is filled.

Applicants who are the most qualified and possess the knowledge, skills, and abilities outlined in the job announcement will be invited to appear before an Oral Assessment

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Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to Director of Rental Assistance Division, and the Executive Director, who will interview the most qualified applicants. The final selection will be made by the Executive Director.

The successful candidate will be required to successfully complete a background check, and a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

### **OTHER**

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

### **SALARY AND BENEFIT INFORMATION**

The annual salary is \$56,256 - \$92,148.

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 15 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision, and life insurance combined monthly premiums.
- Retirement - The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.

Stanislaus Regional Housing Authority is an equal-opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012.

