



## **Stanislaus Regional Housing Authority**

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

### ***Job Announcement for the Position of On-Site Resident Manager – Vine Street Hourly Rate: \$16.00 / Hour***

**This is a part-time, non-benefited position not to exceed 18 hours per week. Successful candidate must live onsite with a reduced rent of \$667 and have other household income.**

#### **THE AGENCY**

The Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2000 units throughout the counties it serves under a variety of affordable housing programs, including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing 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 Stanislaus 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 home ownership 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.

## **THE POSITION**

The successful candidate will oversee the operations of one of the Housing Authority's rental complexes. Duties will include leasing, lease enforcement and housing/grounds inspections.

## **SUPERVISION RECEIVED**

Receives general supervision from the Asset Manager of the Property Management Division.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

Other duties may be assigned:

- Assists the Asset Manager with the investigation of delinquent accounts; reschedules and extends payments within the limits of the Authority's collection policy; files approved eviction papers with tenants for lease violations and nonpayment of rent.
- Provides information regarding rental and lease agreements; informs tenants of obligations and responsibilities and of Federal, State and City regulations, objectives of fair housing and equal opportunity goals.
- Participates in resolution of disputes and conflicts between tenants, owners and neighbors; responds to questions concerning compliance with pertinent regulations; and participates in tenant hearings or evictions as required.
- Schedules and performs move-in and move-out inspections of housing units; ensures compliance with quality standards; documents inspection findings and enters information into a computer data base.
- Shows prospective tenants apartments and explains occupancy terms.
- Assures that units are cleaned and ready for occupancy.
- Conducts personal interviews with tenants; refers tenants to other public agencies for assistance with financial discipline, marital or other special types of problems.
- Assists tenants with complaints; responds to questions concerning compliance with pertinent regulations.
- Answers and responds to emergency calls.
- Attends resident meetings and provides assistance for support of the project and surrounding community.
- Assists in determining resident's continued eligibility.
- Submits reports and schedules.
- Maintains work orders and complaint logs.
- Open and close office and common areas.
- **Must live onsite.**

## **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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

Completion of high school with diploma or general education degree (GED) certificate and one to three years related experience and/or training; or equivalent combination of education and experience.

### Knowledge of:

- Pertinent federal, state and local laws, codes and regulations pertaining to housing assistance programs.
- Community agencies, programs, and resources available to tenants and applicants.
- Procedures, techniques and guidelines applicable to housing inspections.
- Basic counseling and interviewing techniques.
- Modern office procedures, methods and computer equipment.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.

### Ability to:

- Interpret and apply pertinent federal, state and local laws, codes and regulations pertaining to housing assistance programs.
- Accurately inspect houses according to established guidelines and standards.
- Effectively prepare a variety of documents, reports and correspondence.
- Conduct research and prepare special reports.
- Maintain accurate and complete records of information.
- Operate standard office machines including a computer.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **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 frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License with a good driving record.

## **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 moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; 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. Position is **Open Until Filled**.

Employment applications are available online at:

<https://stanregionalha.org/business-services/employment/>.

Applications received will be screened for minimum qualifications continuously 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 Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants for interview. Final selection will be made by the Executive Director. The successful candidate will be required to complete 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.

## **PAY RATE**

\$16.00 Hourly rate, reduced rent (\$667). **MUST LIVE ONSITE.**

This is a part-time, non-benefited position. Candidate must have other household income.

Hours not to exceed 18 hours per week

The Housing Authority participates in Social Security.

The Housing Authority is an equal opportunity employer. The Housing Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Housing 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 Housing Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012.

