



EMPLOYMENT OPPORTUNITY

HOUSING/GRANTS SPECIALIST I

SALARY AND BENEFITS

\$17.58-\$21.15 hourly plus benefits package

FILING DEADLINE

5:00 p.m., February 3, 2012

DUTIES AND RESPONSIBILITIES

The Housing/Grants Specialist I conducts special project research, prepares reports and recommendations relative to the assigned area of responsibility.

The major duties of the job include:

- Provides staff support in accessing local, State and Federal programs; research statistics, demographic information, and other related information.
- Research, analyze, and interpret social, economic, population and land use data, and trends.
- Compile information and make recommendations on special studies; prepare technical and complex reports.
- Make presentations to the Board of Supervisors, Planning Commissions, developers, community groups and outside agencies.
- Maintain records and prepare reports of program activities; develop and implement alternatives in procedures and practices to improve operations.
- Work closely with businesses to ensure cooperation with the County; assist in evaluation financial alternatives for small businesses.
- Represent the County Housing Program; prepare marketing and promotional materials.
- Coordinate County participation in various business community programs; organizations, and activities.
- Perform inspections and related field work.
- Prepare graphic displays.
- Research and draft ordinances for review.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in economic development, business, finance, marketing, economics, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

Experience: No direct experience required. Experience in related activities preferred.

License: Possession of, or ability to obtain, a valid California driver's license.



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us> . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251 -8320 

Opened January 12, 2012

 **GENERAL INFORMATION** 

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.