



## EMPLOYMENT OPPORTUNITY

### HOUSING PROGRAM COORDINATOR

#### SALARY AND BENEFITS

\$26.12 - \$31.50 per hour plus benefits package

#### FILING DEADLINE

5:00 p.m. May 24, 2019

#### DUTIES AND RESPONSIBILITIES

*The Housing Program Coordinator is responsible for strategic planning, administrative oversight, and coordination of the development and implementation of housing services for homeless and low-income families. The major duties of the job include:*

- Develop and oversee housing program policies, activities, and goals and objectives. with local, regional, state, and federal homeless programs Administers housing programs as funded by CDBG loans and grants.
- Research and develop grant proposals, seek out other funding sources for County homeless programs, and determine funding priorities.
- Design, prioritize, and distribute funding according to the method of distribution of the Community Development Block Grant (CDBG) Program within statutory and regulatory parameters.
- Prepare and monitor project and program budgets and expenditures.
- Conduct Housing Committee meetings.
- Develop, coordinate, and evaluate County operated or contracted programs to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations, including alternative courses of action, such as project restructuring.
- Establish, maintain, and enhance cooperative relationships with County departments, local service providers, and the homeless community.
- Collaborate with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless. Serve as a liaison on homeless issues to civic groups, community, and philanthropic organizations and individuals.
- Provide outreach to realtors, landlords, housing developers and other housing providers to identify new and existing housing opportunities in Lassen County.
- Develop housing-oriented workshops and trainings for clients. Assist clients with housing applications, complete supportive and subsidized housing paperwork.
- Monitor client related data tracking systems and logs, including case notes and completed Homeless Management Information Systems (HMIS) and Coordinated Entry System (CES) entries.
- Research, analyze, and interpret social, economic, population data and housing trends. Compiles information and make recommendations on special studies; prepare technical and complex reports.

- Prepare presentations to the Board of Supervisors, developers, professional organizations, community groups, and outside agencies.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

**Experience:** Two years of increasingly responsible professional experience in housing location, property management, social services, homeless programs, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

**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

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 May 10, 2019

## ☞ 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 after an offer of employment is made and accepted. 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.