

CLASS SPECIFICATION

Yuba County

January 2007

CLASS TITLE: Housing and Community Services Manager

FLSA STATUS: Exempt

JOB SUMMARY:

Under general direction, implements all Federal, State and County laws regulations and rules pertaining to housing and community services programs; plans, directs, oversees, reviews and evaluates the work of staff providing support to direct client low-income housing services programs; coordinates community services programs and the work of contract service providers for a variety of housing, block grant, children's services, energy conservation and related grant-funded programs; departmental and County liaison for various community organizations, rental property owners and funding sources for assigned programs and performs related work as assigned.

CLASS CHARACTERISTICS:

This management class is responsible for program planning, oversight, review and evaluation of support staff and a variety of community services programs and direct client service programs related to Section 8, Family Self Sufficiency and related low income housing service functions. Responsibilities also include providing staff support to the Board of Supervisors in areas of authority. This position reports to the Assistant Director of Planning on all critical functions related to housing and community services programs.

EXAMPLES OF DUTIES:

Essential:

- Develops and implements goals, objectives, policies, procedures and work standards for a variety of community service grant-funded and housing support programs.
- Develops, administers and maintains the programs' budgets and provides regular budgetary and expense reports to funding sources.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical and/or support staff including selection, training and discipline.
- Prepares a Community Action Plan, including appropriate needs assessments; arranges for public hearings; locates funding sources and prepares and updates grant applications.
- Works closely with funding sources and stakeholders to develop, implement and coordinate the department's mandated programs, and discretionary services and programs.
- Negotiates and administers contracts with service providers; maintains oversight for program compliance.
- Ensures that programs are meeting the departmental mission, develops or modifies techniques for evaluating pilot or current program effectiveness and determines the need for program modification and/or new program development.
- Acts as the program and County representative with other departments, property owners, community organizations, funding sources, business organizations, clients and the public.
- Provides staff assistance to the Housing Authority Board of Commissioners.
- Monitors changes in legislation that may effect program operations or service delivery; evaluates their effect upon program activities and recommends appropriate policy and procedure modifications.
- Initiates and maintains professional relationships with other divisions and departments, federal/state/regional/local agencies, community organizations, and related groups.
- Prepares a variety of correspondence, reports, policies, procedures, program documentation and other written materials.

QUALIFICATIONS:

Knowledge of:

Principles, practices, funding sources and administrative techniques for community services and low-income housing programs.
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures.
Principles of contract negotiation and administration.
Principles and processes of planning, real estate development and financing.
Principles and processes of grant and contract administration.
Social, political and economic issues influencing area of responsibility.
Governmental organization structures, methods and procedures.
Applicable laws, regulations and rules.
Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, employee training and discipline.
Principles and practices of conflict resolution.
Understanding of funding sources and fiscal responsibilities for resource development and economic strategies.
Budgetary practices, principles and terminology.
Techniques for understanding and effectively communicating with individuals of various cultures.
Computer applications related to the work.
Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

Planning, monitoring and evaluating program goals and objectives.
Negotiating, effectively securing and managing a wide range of grants and contracts.
Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
Planning, organizing, supervising, reviewing and evaluating the work of staff.
Interpreting, applying and explaining applicable laws, codes and regulations.
Maintaining accurate records and files.
Preparing clear and concise reports, correspondence and other written materials.
Using initiative and independent judgment within general policy guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Coordinating and integrating multiple programs within the context of the County structure while addressing community concerns.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
Preparing and managing complex budgets.
Exercising sound independent judgment within general policy guidelines.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment and drive a motor vehicle to attend meetings.
- Vision to read printed materials including a computer screen for prolonged periods of time
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Attend meetings outside of normal working hours.

Licensing and Certification:

Ability to obtain a valid California Class C driver's license within 30 days of employment.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to an AA degree (60 semester units) with major course work in social science, business or public administration and four years of progressively responsible administrative or technical support experience including one year in a supervisory capacity.

Preferred: In addition to the minimum requirements, equivalent to graduation from a four year college or university with major course work in social science, business or public administration or a field related to and four years administrative or technical office support experience in direct client services delivery a public agency setting. Progressively responsible experience may be substituted for the education at a rate of two years of experience for one year of education.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.