



Housing Authority of the County of Santa Barbara

IS ESTABLISHING AN ACCEPTING APPLICATIONS FOR THE -
**RESIDENT HOUSING REPRESENTATIVE (LOMPOC)
ELIGIBLE POOL OF CANDIDATES**

Compensation is free residence in either a studio; or
1-bedroom apartment with paid utilities **plus hourly wage**
OPEN UNTIL FILLED

POSITION DESCRIPTION: Approximately 16 hours per week, the Resident Housing Representative provides duties during the daytime, evening and alternating weekends; monitors apartment complex serving special needs and high-risk, low-income families who have experienced chronic homelessness; assists with answering resident and visitor's questions; assists with on-site activities and resident communication; performs miscellaneous cleaning and custodial duties as directed by Housing Authority staff.

Essential Functions:

1. Provide part time on-site residential oversight of property in a consistent, legal and respectful manner to assure lease compliance
2. Operate a security system
3. Monitor the complex regularly and report observations requiring attention to housing management or to the local police and/or Sheriff as necessary; maintain an observation log
4. Issue parking citations
5. Issue Request for Compliance notices and forward duplicate copy to housing management
6. Notify resident services department and Housing Manager of resident needs as observed
7. Along with Housing Management effectively mediate and facilitate resolution to tenant complaints
8. Perform cleaning and litter removal in common areas and call-in work orders to maintenance staff
9. Meet with contractors, maintenance and housing staff as directed to discuss unit and/or resident issues
10. Ensure effective communication with resident groups; facilitate group meetings, trainings, newsletters and flyers
11. Prepare community center for resident activities, making sure the facility is clean and secure at the end of the event; attend resident meetings
12. Point of contact after emergency on-call maintenance
13. May be required to serve 3 or 14 day notices to Pay or Quit and testify that notice was served

Qualifications:

- Conflict management and team building skills
- Must have ability to effectively serve resident population group, demonstrating patience, compassion and respect
- Bilingual English/Spanish preferred
- Ability to explain and consistently enforce housing rules and regulations
- A team-player that embraces responsibility and accountability
- Valid California driver's license, good DMV driving record and successful completion of criminal background check, drug test and integrity test

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for moving about the housing development, climbing stairs, bending, stooping, sweeping; moderate lifting and carrying up to 25 pounds, with or without accommodations.

Environmental Public contact; indoors and outdoors with exposure to weather conditions; unit and site

Conditions: visits; supplies used in cleaning.

Education: High school diploma or GED

Experience: Two years of customer service experience; on-site caretaking and/or property management experience desirable but not required.

APPLICATION PROCEDURE - Resumes not accepted without formal Housing Authority application. An application form may be downloaded at www.hasbarco.org and must be submitted to the Housing Authority for recruitment consideration. Applications may be emailed to jobs@hasbarco.org or faxed to (805) 735-0020.

Any offer of employment is dependent upon successful completion of drug testing and background investigation.

AN EQUAL OPPORTUNITY EMPLOYER

HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA



The Housing Authority of the County of Santa Barbara has an administrative office and three housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of public housing programs, providing affordable housing for hundreds of low-income households in Santa Barbara County (excluding Santa Barbara City) through rent subsidy programs or by occupancy in one of its housing developments, along with providing a variety of housing related services. The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not Santa Barbara County employees.

EMPLOYMENT PROCESS

Applicants must complete and submit an official Housing Authority application form and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate application must be filed for each examination. Resumes will be accepted, but may not be substituted for the required application form.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Human Resources Department reserves the right to limit the number of candidates to those whose recent work experience most closely matches the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for that position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. For assistance contact Irene Vejar 805-736-3423, ext. 4010

CONDITIONS OF EMPLOYMENT

Working Hours. Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon the needs of the position.

Probationary period. All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, an employee may be terminated without redress.

California Driver's License. Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

Disability Leave and Workers' Compensation. The Housing Authority participates in CA State Disability Insurance and independent Workers' Compensation Insurance. These programs are administered through the Human Resources Department. Upon hire employees will receive pamphlets describing the responsibilities of the employer and employee.

Medical Examination. A medical examination paid by the Housing Authority is required of each new Maintenance employee. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination. An examination of any employee may be requested at any time by their supervisor.

Background Investigation. A background investigation including application information verification, criminal history, and DMV reports is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

EMPLOYEE BENEFITS

Step Salary Advancement Salary advancement may be recommended upon completing probationary period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years.

Vacation Leave. Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

Sick Leave. Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.

Holidays. The Housing Authority presently observes twelve paid holidays per year.

Group Insurance Program. The first of the month after 31 days employment employees working 30 hours or more per week are eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Employees working 30 hours or more per week receive nearly 90% employer paid Medical/Prescription, Dental, Vision & LTD coverage for employee + ½ of premium cost for dependent coverage, if elected.

Deferred Compensation 457 Plan is voluntary.

Social Security. Compulsory participation for all employees.

Credit Union. Membership for savings, loans and other privileges is available.

Reimbursement for Tuition and Books. Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE