



COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:

## Housing Locator

*An Equal Opportunity Employer*

### SALARY

\$27.93 - \$33.96 Hourly    \$2,242.05 - \$2,726.10 Biweekly    \$4,857.77 - \$5,906.55 Monthly  
\$58,293.26 - \$70,878.60 Annually

**OPENING DATE:** 04/23/18

**CLOSING DATE:** 05/14/18

### **THE POSITION**

The Sonoma County CDC seeks a highly motivated individual, with experience marketing social service programs, to become their Housing Locator.

In addition to starting salary up to \$33.96/hour\* (\$70,878/year), we offer an additional hourly cash allowance of \$3.45/hour (up to 80 hours per pay period), and a generous benefits package, including wellness and professional development funds. Candidates with English/Spanish bilingual skills are encouraged to apply!

Join the Community Development Commission (CDC) in their mission to create affordable housing access in Sonoma County. As their Housing Locator you will become part of a challenging and rewarding work environment where you will gain the satisfaction of knowing you're working to better your community. You can also look forward to some excellent benefits\* including:

- A cash allowance of approximately \$600 per month for full-time positions
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- Premium pay of \$1.15 cents per hour, in addition to the hourly pay rate, for bilingual assignments

The CDC is dedicated to promoting decent and affordable housing in Sonoma County, and revitalizing our community. As the CDC's Housing Locator you will work to expand the number of landlords willing to work with the Housing Choice Voucher (Section 8) program. The program connects our most vulnerable community members with property owners and managers in order to help tenants rent and live in the private housing market, and increase economic stability for property owners. As the Housing Locator you will:

- Conduct outreach to property owners and managers, distribute program materials, and communicate the benefits of participation in the Housing Choice Voucher program
- Build long-lasting relationships with property managers, landlords, owners, and firms to expand the scope of participation
- Negotiate leases and contracts with participating property owners, and implement housing assistance contracts and leases between property owners and tenants

- Perform housing unit inspections and annual re-inspections of properties for compliance with Federal housing quality standards, to include mediating owner and tenant complaints, processing terminations and claims, and assisting landlords in handling appeals
- Assist tenants with the Request for Tenancy Approval (RFTA) process and landlord rental applications
- Inform voucher holders of the full range of areas where they may lease units, to include supplying lists of landlords or other parties who are willing to lease units or help families find units

The ideal candidate for this position will have experience networking with landlords, renter associations, property management companies, and other local housing providers. They will also have experience with case management and assisting clients with housing applications and vouchers. Knowledge of tenant/landlord relations and Fair Housing laws and practices is highly desired, and experience with property management and marketing techniques are beneficial.

For additional information about our community, please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) and the [CDC website](#) for additional information regarding the community services we provide. When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities.

\*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload.

This position is in the Sonoma County Community Development Commission, which is a separate entity from the County of Sonoma, and not within the Sonoma County Civil Service System. The formal title of this position is Housing Negotiator/Inspector. This position requires a considerable amount of fieldwork.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education and work experience, which provides the opportunity to acquire the knowledge and abilities listed above. Normally, college course work in public administration, economics, political sciences, mathematics or related field and one year recent experience involving direct leasing and management of properties would provide such an opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Special Requirement:** Designated position may require the ability to speak, read and write a language in addition to English.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the purpose and processing of a diversity of forms and documents related to leasing and inspection of dwelling; English grammar, vocabulary, spelling, punctuation, and composition.

**Thorough knowledge of:** accepted principles and practices of appraising and negotiating for lease of residential properties; leasing of rental property, real property management and rental values of both homes and apartments; laws, guidelines, policies and procedures affecting the operations of state and federal leased housing programs.

**Working knowledge of:** state, federal, and local laws and regulations with respect to tenant and landlord rights and responsibilities; laws, ordinances and codes pertaining to the rehabilitation and maintenance of real property; the use of computerized equipment and specific systems used within the agency, the principles of supervision and training.

**Knowledge of:** economic, sociological and geographic factors affecting housing in Sonoma County.

**Ability to:** deal effectively and tactfully with realtors, property owners and others in connection with the negotiation of leases; makes accurate appraisals and negotiate leases effectively; read, interpret and apply rules, regulations, policies, and procedures that relate to rental assistance programs; review and determine rental values of property; assemble and analyze data, prepare written reports, and maintain records and make mathematical computations; establish and maintain harmonious and effective working relationships with program clients, property managers, property owners, community groups, other employees and supervisors, staff of other agencies, and the general public; ability to use computerized equipment.

## **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](http://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=2039653) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

Responses to supplemental questions will be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for

satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG  
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/04-9113-O

HOUSING LOCATOR

CG

## **Housing Locator Supplemental Questionnaire**

\* 1. How did you first learn about this opportunity?

- ☐ Association of Bay Area Governments (ABAG)
- ☐ California Association of Housing Authorities (CAHA)
- ☐ CalJobs
- ☐ CareerBuilder

- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist Sacramento
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ National Association of Development Organizations (NADO)
- ☐ National Community Development Association (NCDA)
- ☐ Non-Profit Housing (NPH)
- ☐ North Coast Builder's Exchange
- ☐ Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO)
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- ☐ I would also like to be considered for future part-time positions.
- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in full-time positions.

\* 3. Please indicate if you are interested in bilingual positions, and your level of proficiency.

- ☐ Yes, I have basic (conversational) English/Spanish bilingual skills
- ☐ Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
- ☐ No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position

\* 4. This position requires driving. Do you currently possess a valid Driver's License?

- ☐ Yes    ☐ No

\* 5. Please describe your experience with direct leasing and/or managing properties. Include references to the coursework or training you have completed which are relevant to these areas of your experience.

\* 6.

Please describe your experience negotiating new rental agreements, leases, and/or lease renewals. Specify the types of leases have you been involved with and your negotiation methods/techniques.

- \* 7. Please describe your experience determining when a rental property is ready for occupancy. Include an example that involved both minor and major issues/repairs. Describe the steps you took to handle the issues/repairs.
  
- \* 8. Please describe your public outreach experience promoting and/or educating others on Federal, State, or local housing assistance programs, which required preparing informational resources and/or press releases.
  
- \* Required Question



## COUNTY OF SONOMA BENEFITS: GENERAL\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Cash Allowance:** A cash allowance of approximately \$600 per month, in addition to monthly salary.

**Retirement:** Defined benefit plan fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

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