



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

**Community Development Block Grant -
Disaster Recovery Administrator - Time
Limited**

An Equal Opportunity Employer

SALARY

\$38.10 - \$46.32 Hourly \$3,058.43 - \$3,718.28 Biweekly \$6,626.61 - \$8,056.28 Monthly
\$79,519.27 - \$96,675.40 Annually

OPENING DATE: 08/17/18

CLOSING DATE: 09/05/18

THE POSITION

The Sonoma County Community Development Commission (CDC) seeks a highly experienced professional to become the Community Development Block Grant - Disaster Recovery (CDBG-DR) Administrator

Starting salary up to \$46.32/hour (\$96,675.40/year)

***Plus*, a cash allowance of approximately \$600/month**

Plus*, a cash contribution of \$342 per pay period, estimated to end no later than 07/10/19

Reporting directly to the CDC's Assistant Executive Director, this critical position will manage the administration of CDBG-DR funds, and coordinate timely delivery of the County's Action Plan and Citizen Participation Plan. In conjunction with the County of Sonoma's Office of Recovery and Resiliency, the County Administrator Office's Community and Government Affairs Team, and the CDC's executive management team, the CDBG-DR Administrator will work to ensure that the County's recovery efforts are compliant with the Department of Housing and Urban Development (HUD) Disaster Recovery requirements. This position will facilitate stronger accountability between County agencies/departments, HUD, and the Sonoma County community.

Additionally, the CDBG-DR Administrator will be responsible for standardizing and overseeing all CDBG-DR contract and grant coordination processes; monitoring HUD timeliness and commitment tracking; managing and assisting in the development of new policies compliant with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); developing and installing new programs and systems necessary to address critical recovery and resiliency needs in the community; informing and engaging interested citizens, community groups, and service agencies; working with City of Santa Rosa to create a new joint Consolidated Plan reflective of disaster recovery priorities and efforts; aligning the County's Consolidated Plan with the Continuum of Care and Housing Choice Voucher Annual Plan; and coordinating with County Consultants and the State of California to standardize and oversee sub-recipient monitoring activities.

The ideal CDBG-DR Administrator candidate is a proactive leader with strong analytical skills, sound judgment, and:

- Experience working with HUD disaster relief, long term recovery, restoration of infrastructure and housing, and economic revitalization agreements

- Extensive knowledge of California Environmental Quality Act (CEQA)/ National Environmental Policy Act (NEPA) requirements
- Multiple years budgeting experience, employing strong budget and financial analysis skills in a governmental or similar environment
- The ability to interpret and communicate complex fiscal and administrative concepts to operational staff
- An understanding of federal, state, and grant funding sources
- The ability develop and evaluate management improvements and practices through the use of research and analysis
- Excellent oral and written communication skills, including persuasive report writing and the ability to present conclusions before command staff, advisory boards, governing bodies, etc.
- A sense of ownership and accountability as well as a willingness and commitment to adding value to the organization

Working at the CDC offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Retirement fully integrated with Social Security
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

This Time Limited position is currently funded to June 30, 2023. 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 Administrative Services Officer I.

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [County of Sonoma Salary Resolution \(SalRes\)](#).

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Academic coursework which would provide the opportunity to acquire the knowledge and abilities listed. Normally, coursework in public administration, business administration, management, accounting, statistics, human resources or closely related courses would provide such an opportunity.

Experience: Experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of progressively responsible experience in a professional, human resources, administrative or fiscal staff position would provide such an opportunity. Experience supervising professional, administrative or technical staff is desirable.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: principles and practices relating to modern budget, programs, and systems management.

Working knowledge of: operations and functions of county government; group dynamics as it relates to public organizations; research methodology, report writing and basic statistics, and their application; rate analysis; public debt analysis and legal requirements; grant proposal preparation; alternative funding sources; effective human resources and supervisory techniques; written and oral communications, including language mechanics, syntax and English composition; and modern office methods and procedures; the use of electronic information equipment and specific systems as used within the department.

Ability to: plan and organize research and statistical work relating to the various aspects of administration, budget and general management matters; understand, interpret and apply rules, regulations, ordinances, and federal, state and local legislation; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; effectively supervise the work of professional, technical and office support staff; establish and maintain effective working relationships with county management personnel, employees, and the public in carrying out sound management policies; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; use principles of inductive and deductive reasoning to validate conclusions and recommendations; analyze administrative problems, budgets, and a variety of programs, systems and procedures; use electronic information equipment and specific systems as used within the department.

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](#) 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. 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: EP

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

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

EXAM #18/08-0827-OCDC
COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER
RECOVERY ADMINISTRATOR - TIME LIMITED
CG

Community Development Block Grant - Disaster Recovery Administrator - Time Limited 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
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ 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 Housing and Redevelopment Officials (NAHRO)
- ☐ National Community Development Association (NCDA)
- ☐ Non-Profit Housing (NPH)
- ☐ Press Democrat
- ☐ Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO)
- ☐ Sacramento Bee
- ☐ 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 describe you qualifying coursework in public administration, business administration, management, accounting, statistics, and/or closely related courses. List any relevant degree(s) and/or certification(s) you possess.

* 3. Please describe your experience implementing a complex project/program. Detail your role, recommendations, challenges faced, and the outcome.

* 4. Please describe your experience preparing and managing complex budgets with multiple funding sources. Highlight any experience you may have related to Community Development, Affordable Housing, and/or Redevelopment grant funding. Include the budget amounts, types of funding and expenditures, and the number of operating/budget units incorporated.

* 5.

Please describe your experience ensuring compliance with the Department of Housing and Urban Development (HUD) requirements. Highlight your experience complying with Disaster Recovery requirements.

- * 6. Please describe a project you worked, involving California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) programs, which required the management of consultants. Detail your role, how you managed to keep the project on schedule, and any challenges you encountered during the process.
 - * 7. Please describe your experience representing your agency and working organizations, groups, boards, and/or committees within multiple jurisdictions. Include the approach or methods used to present ideas/recommendations, as well as how you ensured a complete and successful presentation.
- * Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

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 and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month. Plus, a cash contribution of \$342 per pay period, estimated to end no later than 07/10/19*

Retirement: 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 for management employees can be found under the Salary Resolution 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 or 707-565-2900.

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