



Job Description Housing Manager

EXEMPT: Yes	SALARY LEVEL: \$ 54,000-\$58,000
DEPARTMENT: Healthy Communities	LOCATION: 141 Stony Circle Ste 210 Santa Rosa CA 95401
REPORTS TO: Assistant Director	HOURS: Full-Time 40 hours/week
Date: 1/28/ 2019	APPROVED BY: Human Resources Manager

AGENCY BACKGROUND: The mission of Community Action Partnership of Sonoma County (Community Action) is to partner with low-income families and individuals to help them to achieve economic and social stability, to build community, and to advocate for social and economic justice. Community Action operates a wide variety of programs benefiting low-income Sonoma County residents.

A key component of Community Action Partnership of Sonoma County's vision for addressing poverty is the need to support community members' transition from safety net services to economic stability and self-sufficiency. The agency provides three levels of housing assistance, low income permanent housing, temporary transitional housing for women and children, and temporary assistance for rent and deposits. These programs provide individuals and families an opportunity to stabilize their circumstances, and with support, take the necessary steps that will ultimately transition them to self-sufficiency.

SUMMARY OF POSITION:

The Housing Manager provides oversight over the operations of the Housing Programs and participates in Community-wide housing efforts. Responsibilities include facilities, grants management, reporting related to grants compliance, systems operations and enhancements and program management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Responsible for program planning, organizing, operating and staffing for housing programs. Will work closely with the management team to strengthen programming and streamline processes across programs. Submit required reports to funders as per contracts
- Assist with administering grants. Manage program aspects of the annual budget and assist with budget implementation.
- Work with Grants Manager on grant opportunities for housing
- Attend Community Meetings on housing and homelessness
- Strengthen relationships with other service providers and with external partners
- Updates and assures compliance with CAP organization standards in order to maintain quality services.
- Measure performance and improve the quality of services in all department programs.
- Property Management-oversight and posting notices, appeals, evictions, facilities maintenance coordination
- Develops inventories of housing contents and tracks supply needs and purchases.
- Research and Implement best practices on property management

- Participate in Healthy Communities meetings
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Excellent interpersonal communication skills and the ability to build strong relationships.
- Understand people from different cultures and value systems.
- Detailed oriented with strong organization and time management skills.
- Advanced proficiency with Microsoft Excel and Word.
- Ability to work in fast paced, dynamic environment with minimal supervision and multiple deadlines.
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the background check DOJ.

REQUIRED EDUCATION AND EXPERIENCE

- A BA Degree and 3-5 years years' management experience

PREFERRED EDUCATION AND EXPERIENCE:

- At least 3 years' experience in nonprofit related industry

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job operates in a professional office environment. The noise level in the work environment is usually moderate.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee may occasionally be required to stand, walk, stoop, crouch, and lift/move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____