GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: OCTOBER 5, 2016
CLOSING DATE: NOVEMBER 2, 2016

DEPARTMENT: **Community Services**

POSITION: **Housing Services Administrator**

LOCATION: **Globe**

JOB CODE: **16-092**

ANNUAL SALARY: **$33,344-$35,845 DOE**

PURPOSE OF THE JOB

The purpose of this position is to administer grants and other funding sources for opportunities for community revitalization to ensure decent housing, a suitable living environment and economic opportunity for Gila County residents.This position oversees program compliance with contract requirements, manages a caseload, processes applications, produces reports, and monitors the service. The role also involves Human Resources and fiscal duties.

SUPERVISORY RESPONSIBILITIES

Provides recommendations on scheduling work hours of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Case manages a caseload of residents eligible for low income housing services.	20%
• Processes program applications and requests for housing repair services; monitors scope of work and documentation for home repairs.	10%
• Hires, supervises and monitors performance of assigned personnel, ensuring their compliance with contractual requirements, departmental policy and procedures, and regulations governing housing services activities.	10%
• Prepares and submits departmental reports in accordance with program reporting requirements, providing billing reports to Fiscal Manager.	10%
• Serves as program representative to departments, property owners, community organizations, funding sources, business organizations, clients and the public.	10%
• Develops and administers program budgets and monitors expenditure for various funding sources.	10%
• Submits bills with correct coding and information for purchase orders ongoing for fiscal year.	10%
• Oversees program compliance, monitors programs, and ensures compliance with contract requirements.	10%
• Performs final inspections of emergency housing repairs.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on department level budget and project level budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on projects involving quality assurance, process improvement and technology projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, reports and press releases. May provide assistance in writing grants and proposals.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

Continued on page 2…..

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training course.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Three (3) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Administration and management, customer and personal service, finance, Federal, State, Local laws, regulations, statutes and case management.

SKILLS REQUIRED

Active listening, critical thinking, customer service, problem solving, troubleshooting, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, perform mathematical operations, focus, react in a calm and timely manner, maintain a calm demeanor under stressful situations.

PHYSICAL DEMANDS

- Routinely stands to attend to customers.
- Constantly sits to complete report, operate computers and complete a program; routinely sits to attend to other duties.
- Occasionally lifts under 10 lbs., 25 lbs., and a maximum of 50 lbs. of work-related materials.
- Constantly requires dexterity for keyboard operation.

WORK ENVIRONMENT

Incumbents in this position generally works in an office environment; occasionally spends time in lobby environment, may rarely spend time in classroom(s), and may routinely spend time in outdoor areas, automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens, communicable diseases, occasional respiratory hazards and occasional extreme temperature.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position may occasionally require rubber gloves.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.