



COUNTY OF SAN DIEGO
invites applications for the position of:

Housing Specialist II -18383111

SALARY: \$49,212.80 - \$60,486.40 Annually

OPENING DATE: 12/5/18

CLOSING DATE: 12/15/18 11:59 PM

JOB SUMMARY:

**PER COUNTY RULES, THIS POSITION IS ELIGIBLE FOR APPOINTMENT AT STEP 1, \$49,212.80
COUNTY EMPLOYEES ARE SUBJECT TO THE COUNTY PROMOTION RULE FOR STEP PLACEMENT IN ACCORDANCE WITH COMP ORD 1.3.5.**



Applications will be accepted starting on Monday, December 10, 2018 at 8:00 a.m. We expect to receive a high volume of applications for this recruitment. Only the first 300 applications will be considered. The application process will shut down after 300 applications have been received or on December 15, 2018, whichever comes first. You are encouraged to apply as soon as possible.

HOUSING SPECIALIST II

Housing and Community Development Services (HCDS) improves the quality of life in our communities - helping families in need to find safe, decent and affordable housing, and partnering with property owners, landlords, and developers to increase the supply and availability of affordable housing. HCDS provides many valuable services to support the local community and strives to create more livable neighborhoods that residents are proud to call home. For more information, [click here](#) for the HCDS website.

Housing Specialist II is the journey-level class in this series. Incumbents manage rental assistance contracts, perform special projects, and may provide technical

guidance and training to staff.

The Ideal Candidate will possess:

- Professional level experience interpreting, explaining and applying low income housing program rules and regulations
- Experience managing a caseload of rental assistance contracts
- The ability to communicate effectively with individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy

[Click here](#) to review a complete job description, knowledge, skills, abilities, and working conditions.

Desirable Traits:

We are seeking a customer focused individual who communicates effectively and, values and respects others. Our work environment is both collaborative and independent depending on duties being performed. We expect staff to value continuous learning, and demonstrate ethical behavior.

Minimum Qualifications:

One (1) year of housing program-related experience at the level of Housing Specialist I with the County of San Diego, which must have included interpreting, explaining, and applying low income housing program rules and regulations.

OR

Two (2) years of any combination of housing program-related experience at the level of Housing Specialist I and eligibility program-related experience at the level of Human Services Specialist with the County of San Diego, which must have included interpreting, explaining, and applying program rules and regulations.

Note: Possession of a public housing certificate or diploma sponsored by one of the Public Housing specific training organizations such as Nan McKay, Housing Television Network (HTVN), National Association of Housing and Redevelopment Officials (NAHRO), is highly desirable.

Evaluation:

The names of qualified applicants will be placed on a twelve (12) month employment list based on scores received during the evaluation of information contained in the employment and supplemental application forms. Please ensure that all information is complete and accurate as the responses you provide on the supplemental application questionnaire will be reviewed using an automated evaluation system. If you are successful in the initial screening process, your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Note: Reasonable accommodation may be made to enable a qualified individual with disabilities to perform essential functions of the job, on a-case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.SanDiegoCounty.Gov>

5530 Overland Ave., Suite 210
San Diego, CA 92123
(619) 236-2191
(866) 880-9374

processunitemail.fgg@sdcounty.ca.gov

Position #18383111
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