

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**601 - 24<sup>th</sup> Street**  
**Bakersfield, CA 93301**

**NOTICE OF POSITION VACANCY**  
**OPEN AND PROMOTIONAL**

**TITLE:** Administrative Coordinator

**LOCATION:** Bakersfield, CA

**SALARY:** \$4,234.10 – 5,168.96 monthly + benefits

**Apply online at [www.kernha.org](http://www.kernha.org). Attach a resume and copies of pertinent trainings or certifications, if any.**

**SUMMARY**

Under direction of the Executive Director or designee, performs and coordinates high level administrative duties and support for the Executive Director or other administrators. Completes special projects. May perform acquisition and development activity. May be responsible for keeping official records for the Board of Commissioners of the Housing Authority of the County of Kern and other entities. Requires a high level of independent judgment, organizational skills, public relations, and written composition/editing abilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Vehicle fleet tracking/reporting

Procurement monitoring (ensuring compliance with Agency procurement policy)

Training on special topics including but not limited to VAWA and Reasonable Accommodation

Oversee and process Landlord Partnership Program Claims and Landlord Incentive Claims

Backup Hearings Coordinator

Rentigo utilization Monitor

Prepare and submit monthly invoices for HPP, CESH, HEAP, HHAP, and other special programs

Plans and conducts technical administrative studies and analyses, which includes researching, collecting, tabulating and evaluating information.

Assists with negotiations; coordinates contracts with legal representatives, insurance agents, real estate agents, title companies and/or contract principals.

Writes complex reports, proposals, position papers, correspondence and other documents.

Uses computers and other automated office equipment daily for financial and statistical analysis, data base development and the performance of related job duties.

Prepares lease agreements, memoranda of understanding (MOUs) and contracts.

May perform acquisition and development activities, including site identification and evaluation, creation of budgets and pro formas, preparation of applications, coordination with in-house and third-party development team members including architects, engineers, project managers, consultants, attorneys, investors, and lenders.

May function as the Clerk of the Agency Board of Commissioners. In accordance with the Brown Act, organizes schedules and prepares meeting notices, documents and meeting room for Board meetings. Attends Board meetings and accurately records official actions. Transcribes minutes to official records; assembles information and prepares agendas for Board meetings; prepares and furnishes Board minutes and resolutions to public; checks resolutions, petitions, bids and other documents for accuracy. Types and supervises typing of records, resolutions, letters and public notices; prepares reports, provides for clerical support to the Board of Commissioners.

May supervise Central Office *office assistants*, temporary employees, and trainees assigned to Central Reception, in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems.

Provides excellent internal and external customer service.

Identifies administrative needs and recommends appropriate solutions.

Reviews and answers correspondence.

Understands and applies laws, rules, and regulations applicable to the Agency and Department.

### **SUPERVISORY RESPONSIBILITIES**

May be required to supervise clerical support. Carries out supervisory responsibilities in accordance with Agency policies and applicable laws. Responsibilities may include planning, assigning and directing work, training, appraising performance, rewarding and disciplining, addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university with a major in, Public or Business Administration or related field and a minimum of one year responsible experience. Equivalent experience may substitute for the educational requirement. Education and experience should be sufficient to possess the knowledge, skills and abilities to successfully perform the essential functions of the position.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, governmental regulations and legal documents. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to employees including administration personnel.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Possess intermediate knowledge and experience with computer programs such as MS Word, Excel, Access, Publisher, and PowerPoint.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver License and be insurable by the Agency's automobile insurance carrier.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 35 pounds. Employee must be able to communicate by telephone and in person, to use a computer terminal or personal computer for the purpose of inputting and retrieving data, and to move from one work location to another and within work locations. Position requires self-motivation and ability to work with little supervision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **BENEFITS**

This is a regular full-time position and, as such, the employee will be entitled to all benefits afforded regular full-time employees of the Housing Authority - including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay.

### **SALARY PLAN**

Each class or position in the Housing Authority is assigned a salary range with five steps or rates of pay. Newly hired employees begin on the first step of the appropriate salary range.

### **OTHER QUALIFICATIONS**

1. Valid California Driver's License. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.
4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

### **APPLICATION**

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume and copies of any other certifications to your application. Based upon information presented on applications, a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment. Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time. This recruitment is being held to create eligibility lists for options 1 and 2 in this classification.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted at the Housing Authority official website at:

**[www.kernha.org](http://www.kernha.org)**

**Open Until Filled**

**THE HOUSING AUTHORITY OF THE COUNTY OF KERN  
IS AN EQUAL OPPORTUNITY EMPLOYER**