



Building opportunities for tomorrow

THE HOUSING AUTHORITY OF THE COUNTY OF MERCED

INVITES YOUR
INTEREST IN
THE POSITION OF

EXECUTIVE DIRECTOR

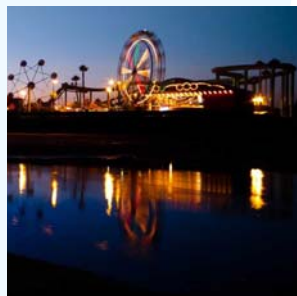
THE COMMUNITY

Geographically, Merced County (pop. 263,228) is located in the heart of the San Joaquin Valley (also known as the Central Valley), the world's most productive agricultural area, and spans from the coastal ranges to the foothills of Yosemite National Park. Agricultural related industries are a major source of employment, along with food processing, retailing, and light manufacturing. The County of Merced is known as the "Gateway to Yosemite."

The City of Merced is the County seat and is the largest of six incorporated cities, which include Atwater, Livingston, Los Banos, Gustine and Dos Palos. With a population of 81,102, Merced offers a small community atmosphere, residential neighborhoods characterized by wide, tree-lined streets, and an affordable housing market. Merced County has an excellent school system, including a modern community college, Merced College, and the University of California's tenth campus, University of California Merced, which is the first research university built in the U.S. in the 21st century.

Situated between the metropolitan areas of Fresno and Modesto, Merced allows for various cultural opportunities. With an exceptional central location in the State, coupled with good highways, in addition to train, bus and air service, Mercedians are only two hours from the San Francisco Bay Area, the picturesque seaside resorts of Santa Cruz, Monterey and Carmel. Lake Tahoe and Reno are within a four-hour drive, as is Anaheim.

Residents of Merced County enjoy warm summer temperatures highs in the 90 degrees, and winter highs averaging in the 50 degrees. A variety of recreational activities including hunting, fishing, and boating. Snow skiing, back packing, and camping in the High Sierras and Yosemite National Park are all within a two-hour drive.



Housing Authority County of
Merced

THE HOUSING AUTHORITY

The agency has been providing quality housing for the citizens of Merced County since 1942. Over the years, the organization has grown and developed to meet the changing needs of its residents. The Housing Authority of the County of Merced is governed by a Board of seven Commissioners, including two residents of the Housing Authority.

The Agency is managed by an Executive Director with 37 staff members. The primary objective of the Housing Authority of the County of Merced is to provide decent, safe and sanitary housing to low-income families at an affordable price. Our mission is to provide housing within an environment that fosters the advancement of low-income families from a position of dependency to one of self-sufficiency. The Housing Authority is responsible for planning, financing, constructing, purchasing and managing properties using a variety of affordable housing programs. As the manager of rental properties, the Housing Authority performs all the functions of a private owner, including selection of residents, rent collection and property maintenance.

In the County of Merced, the Housing Authority serves a total of 3,772 households, including 2,788 HCV Vouchers, 421 Public Housing units, 228 Migrant Farm Labor units, 50 Year Round Farm Labor units and 285 Housing Authority owned units. The Housing Authority of the County of Merced is a progressive agency, which is focused on a development oriented approach with an eye toward self sufficiency in Agency funding.

THE EXECUTIVE DIRECTOR

The Executive Director is responsible for managing the Housing Authority to provide cost effective and affordable housing opportunities to the citizens of the community. The Executive Director reports directly to a seven member Board of Commissioners who are appointed by the Merced County Board of Supervisors.

Essential duties and responsibilities of the position include but are not limited to:

Board Relations

The Executive Director develops direction and policy for Board approval and is responsive to Board policies. He/She assists the Board with its functions including providing leadership to the Board and staff in the establishment of HACM standards, policies, goals and objectives. The Executive Director shall also provide leadership and education for the Board and staff to ensure Authority compliance with applicable laws and regulations.

Program Development and Management

The Executive Director is responsible for program development and management including providing needs assessments, long range planning, budgeting, program development and program administration. The Executive Director is also responsible for developing and maintaining organizational structure capable of meeting the objectives and operating the programs of the Housing Authority.



Merced's historic county courthouse is a recognizable part of the city skyline. Located in the center of Courthouse Park in Central Merced, the building is home to the Merced County Museum.

Housing Authority County of
Merced

Community, Public and Employee Relations

The Executive Director is responsible for promoting positive public and community relations, as well as tenant relationships and ensuring quality customer services. The Executive Director also acts as primary liaison for the Authority in building and maintaining positive relationships with other housing providers, businesses, community associations, civic organizations, government entities and the news media. He/She shall act as advocate for the HACM and its mission, community housing issues and affordable housing. He/She shall also maintain relations with the local representatives, HUD and other government agencies at the state and local level. In addition, the Executive Director provides leadership in employee relations including working with union representatives and business agents, negotiating contracts and working towards a stable and effective work force.

Financial Management

The Executive Director is responsible for ensuring the preparation of the Housing Authority Budget, monitoring expenditures and budget variances and resolving budget administration problems. He/She is also responsible for monthly financial reports and analysis and is responsive to financial problems. The Executive Director or his/her agent is also the liaison with auditing agencies and is responsible for analyzing the results of the audit and correcting identified problems.

THE CANDIDATE

Education and Experience

Requires a four-year college degree in public administration, business administration, organizational management, sociology, social work, or a related field, **and** a minimum of five years progressively responsible experience in an executive/management level with a housing authority, public or non-profit service agency. Candidates should either possess, or have the ability to obtain a Public Housing Manager Certificate within six (6) months of hire.

The Executive Director is a working manager and should also have knowledge of:

- ◆ The modern principles, practices and techniques of public housing authority management, and the federal, state and local laws and regulations governing public housing authorities.
- ◆ Community development programs and resources including redevelopment.
- ◆ Public and media relations.
- ◆ Principles of planning and budgeting; administrative practices and procedures.
- ◆ Personnel development, direction and supervision; and an understanding of the state and federal legislative process.

The ideal candidate will also have the ability to:

- ◆ Define and resolve problems, collect data, establish facts and draw valid conclusions.
- ◆ Perform/lead strategic planning and analysis functions.
- ◆ Establish and maintain effective working relationships with Board, staff and clients and the general public.
- ◆ Organize and establish priorities for the Authority and its staff.
- ◆ Think creatively.
- ◆ Communicate effectively verbally and in writing.
- ◆ Present clear and persuasive presentations.



HOUSING AUTHORITY COUNTY OF MERCED

Management Style and Personal Traits

The ideal candidate will be a visible and community oriented leader who is collaborative, confident and able to work with a strong and active Board. He/She should be entrepreneurial with a strong customer service orientation as well as a commitment to providing a high level of resident services. This person should have a high energy level, be politically astute, able to build relationships and see the big picture of the important and evolving role of the HACM in the community. The candidate should be comfortable taking a visible and active role in the community. He/She should have excellent interpersonal skills and be able to communicate effectively with people from all walk of life including tenants, elected officials, commissioners and staff.

COMPENSATION

The salary for this position is within an established range with placement dependent upon qualifications and experience of the selected candidate. In addition, benefits are provided which include: Eligible to participate in the CalPERS Retirement System pursuant to the terms applicable, 10 days of annual leave, 96 hours of sick leave annually and management leave. 13 paid holidays; term life insurance, shared medical benefits, vision, dental, 125 Flex Spending account, 457 Retirement account; agency provided vehicle.

HOW TO APPLY

Deadline to submit resumes and application packets is **August 26, 2016 by 5:00 p.m.**

Submissions should be addressed to:
The Housing Authority of the County of Merced
Attn: Human Resources
405 U Street
Merced, CA 95341

Packets are available on site and at the HACM website www.merced-pha.com

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Housing Authority of the County of Merced is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer Of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

NOTICE TO APPLICANTS

Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Housing Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Housing Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Housing Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Housing Authority, although the source of the information may be confidential.

Only finalists for this position will be required to sign an information release allowing the Housing Authority to make these inquiries as part of a background investigation. Finalists will be ranked according to oral appraisal, written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.

**INQUIRIES REGARDING YOUR
APPLICATION STATUS**

Applicants for positions with the Housing Authority of the County of Merced will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing.

Therefore, the Housing Authority will not respond to telephone requests for an application status. As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 3-4 weeks of the closing date of recruitment. We ask for your patience and cooperation in this matter.

Section III

710. Executive Director

Definition:

The Executive Director of the Housing Authority of the County of Merced is directly responsible to the Board of Commissioners of the Housing Authority for the execution and operation of all housing programs of the agency in Merced County, as established by the Board policies. Also serves as Secretary-Treasurer. Generally, overall obligation and responsibility for the business-like functions of all projects. Must maintain efficient and economical operations, assuring the Commissioners of compliance with all contracts, regulations and requirements of Federal and Local Authorities.

Example of Duties:

The Executive Director-Secretary is General Manager and Director of all aspects of any Housing Program, conducted by the Authority in Merced County; and is the representative of the Authority in matters concerning public relations and program problems. The Executive Director also assumes responsibility for financial planning for all programs of the Authority, including responsibility for all fiscal matters, such as bank arrangements, surplus funds, investments programs, and accurate accounting procedures. The Executive Director represents the Local Authority in all matters involving contracts with Federal, State or Local agencies, and on all administrative matters. Is responsible for the execution of local policy and legal requirement affecting all tenants and tenant applicants. Resolves basic human relationships involved in the day to day problems of tenant, their neighbors, and various problems relating to the welfare of the projects. Is responsible for maintaining an experienced staff to handle the myriad details common to Housing Programs and assuring that the Program objectives are achieved. Prepares for, and participates in, the regular monthly meeting of the Board of Commissioners. Is responsible for the delegation of authority and assignment of workloads to accomplish maximum efficiency and economy, and prepares and submits an Annual Report, showing all financial statements and operating facts to the County Board of Supervisors, as required by Law. Operate automotive and other equipment.

Employment Standards:

Ability to coordinate work and departments and to administer the business affairs of the Authority. A working knowledge of State and Federal Laws covering Housing. An affable personality, good memory, good judgment, sound moral character, and integrity. Have a thorough knowledge of modern principles and practices of administration.

Executive Director (Continued):

Education:

Equivalent to four years of college training in Liberal Arts or Business and Sociology.

Administrative experience in a job comparable to that of an Executive Director of a Housing Authority.

License:

Mandatory to possess a valid California Driver's License. May be required to present a DMV printout upon request by the Employer for verification. If a valid license is required, applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED
405 'U' Street, Merced, California 95341
(209) 722-3501

INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

NOTE: Applications not properly completed with all requested information will be subject to rejection.

NAME: _____ PHONE: _____
(Last) (First) (MI)

MAILING ADDRESS: _____
(P.O. Box) (Street Address)

(City) (State) (Zip Code)

Name And Phone Number Of A Person Who Can Always Reach You

Your Social Security Number

POSITION APPLIED FOR: _____

1. If employed, can you provide proof of age? Yes [] No []
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [] No []

3. Is any member of your immediate family now employed by the Housing Authority? Yes [] No []

If "YES", to whom are you are related? _____

What is their **relationship** to you? _____
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [] No []

If "YES", explain fully: _____

5. Are you applying for veteran's preference consideration? Yes [] No []
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: _____

7. Do you possess a VALID California driver's license? Yes [] No []

License No: _____ Expiration Date: _____

8. Are there any hours, shifts, or days you cannot or will not work? Yes [] No []

If "Yes", please explain: _____

9. Are you legally eligible for employment in the United States? Yes [] No []
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? _____

EDUCATION AND EXPERIENCE

High School: 9 10 11 12 High School Graduate? Yes [] No []
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [] No []

Name of High School _____

Location of School _____

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Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".

#1. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

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List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

ATTACH RESUME OR OTHER SUBMITTALS TO THIS APPLICATION FOR CONSIDERATION
(Revised 2/2014)



HOUSING AUTHORITY OF THE COUNTY OF MERCED

EXECUTIVE DIRECTOR
Position Announcement

SUPPLEMENTAL QUESTIONNAIRE

NAME:

DATE:

ADDRESS:

This questionnaire is intended to provide you the opportunity to identify your job-related education, training and experience. All applications and supplemental questionnaires will be evaluated in order to select a limited number of the most qualified applicants who will continue in the selection process. Please answer each question below and attach additional sheets if necessary. Please type or handwrite your answers in ink.

DO NOT ATTACH A RESUME IN LIEU OF COMPLETING THE FOLLOWING QUESTIONS

1. Detail your management experience within the field of housing programs, property management, department administration and staff supervision and development.

2. What is the largest number of staff members that you have been directly assigned to supervise? Describe your management style.

3. Describe a situation in which you had a serious disagreement with a supervisor, co-worker, or subordinate. Describe the general situation and explain how you resolved it.

4. What is your experience managing multiple programs, specifically balancing the budgeting, operational and customer/client demands? What was the most difficult aspect in this regard?

5. What do you feel is the biggest challenge facing public housing programs today? How do you see this impacting housing programs locally?

AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1. WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2. BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3. HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5. AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1. Male
2. Female

C. Are you a military veteran?

1. Yes
2. No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1. Yes
 2. No

E. What is your age group?

1. 18 - 25 years
2. 26 - 35 years
3. 36 - 39 years
4. 40-50 years
5. 51-60 years
6. Over 60 years

F. How did you know about this job opening?

1. Newspaper
2. Friend or Relative
3. Posting at other agency/organization
4. EDD, PITD or CVOC referral
5. Internet Web Site
6. Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority? Yes No

H. Are you currently renting a Housing Authority unit? Yes No

PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION

LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

Please fill out the back side of this form, and return it to the Housing Authority along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION

Name: _____

Position Applied For: _____

Please state **COMPLETE** addresses including city, state and zip code.

Personal References:

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] No

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N