



Housing Authority of the County of Santa Barbara

Seeks qualified applicants for the position of -

**CAPITAL IMPROVEMENT MANAGER**

Annual Salary \$73,474 - \$89,308 – 39 hours per week

Location: Lompoc, CA OPEN UNTIL FILLED

**DEFINITION:** To plan, organize, manage and participate in the activities of the Capital Improvements Division including major architectural and capital facilities activities; to coordinate Capital Improvements Division activities with other divisions and departments; and to provide highly complex staff assistance to the Executive staff.

To provide technical and functional supervision by providing direction, oversight, evaluation and discipline of assigned employees. Responsibilities include, but are not limited to, the development of division goals and procedures.

**SUPERVISION RECEIVED & EXERCISED:**

Receive administrative direction from the Executive Director, Director of Development and Director of Finance.

Exercise direct supervision over professional and technical personnel.

**ESSENTIAL FUNCTIONS:**

Duties may include, but are not limited to, the following:

Perform project management duties on a variety of capital improvement projects.

Develop and implement Division goals, objectives and procedures.

Capacity to learn the industry specialized grant management function and provide specific recommendations to streamline document delivery.

Plan, organize and direct Capital Improvements Division activities including the planning, design and construction of capital improvement projects.

Direct, oversee and participate in the development of the Capital Improvements Division work plan, assign work activities, projects and programs, monitor work flow, review and evaluate work products, methods and procedures.

Assist in budget preparation; participate in the forecast of funds needed for staffing, equipment, materials and supplies.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Division.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Represent the Division to outside agencies and organizations and provide technical assistance as necessary.

Research and prepare specifications, technical and administrative reports and prepare written correspondence.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Five years of increasingly responsible experience in capital improvements management or comparable architectural and construction experience including two years of supervisory responsibility. Grant management in a high volume environment will also be considered.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, civil engineering, construction management or a related field.

**License or Certificate:**

Possession of a certificate of registration as a licensed Architect issued by California Board of Architectural Examiners is desirable.

Certification in project or construction management or related field is desirable.

Possession of a valid driver's license and a driving record acceptable to agency vehicle insurance provider.

**Knowledge of:**

Architectural and engineering principles as applied to capital improvement projects including planning, design development, specifications, cost estimates and construction.

Principles and practices of administrative, financial and space analysis.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques

Principles and practices of supervision, training and personnel management.

**Ability to:**

Organize and direct Capital Improvements Division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; understand laws, regulations and codes; observe performance and evaluate staff; problem solve Department related issues; remember various rules; and explain and interpret policy.

Perform the most complex work of the Division.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply Agency policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

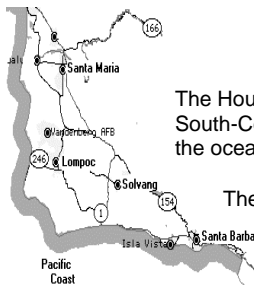
Establish and maintain effective working relationships with those contacted in the course of work.

**Physical requirements:** Office and field environment, traveling from one location to another in the course of work.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, computer and complex computer software, and to communicate through written and verbal means.

**APPLICATION PROCEDURE** - Resumes are not accepted without formal Housing Authority application. An application form may be obtained on-line at [www.hasbarco.org](http://www.hasbarco.org), or by telephoning (805) 736-3423 /TDD (800) 545-1833, ext.594, and must be returned to the Housing Authority of the County Of Santa Barbara, P.O. Box 397, Lompoc, CA 93438-397.

Position will remain open until filled.



## HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

The Housing Authority of the County of Santa Barbara has an administrative office and four housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of affordable housing programs, providing affordable housing for thousands of low-income households in Santa Barbara County (excluding Santa Barbara City) through rent subsidy programs or by occupancy in one of its housing developments, as well as providing a variety of housing/resident related services.

The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not employees of the County of Santa Barbara.

### EMPLOYMENT PROCESS

Applicants must complete and submit an official Housing Authority application form and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate application must be filed for each examination. Resumes will be accepted, but may not be substituted for the required application form.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Human Resources Department reserves the right to limit the number of candidates to those whose recent work experience most closely matches the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for that position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

**The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. Such individuals may contact Irene Vejar at (805)736-3423, ext.211 to discuss necessary accommodations.**

### CONDITIONS OF EMPLOYMENT

**Working Hours.** Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon agency needs.

**Provisional period.** All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, an employee may be terminated without redress.

**California Driver's License.** Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

**Disability Leave and Workers' Compensation.** The Housing Authority participates in CA State Disability Insurance and independent Workers' Compensation Insurance. These programs are administered through the Human Resources Department. Upon hire employees will receive pamphlets describing employer and employee responsibilities.

**Medical Examination.** A medical examination paid by the Housing Authority may be required. The employee's physical condition (with or without reasonable accommodation) must be consistent with the requirements of the job duties to be performed. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination. An examination of any employee may be requested for reason at any time.

**Background Investigation.** A background investigation including application information verification, criminal history, and DMV reports (if required) is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

### EMPLOYEE BENEFITS

**Step Salary Advancement** Salary advancement may be recommended upon completing provisional status, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years.

**Vacation Leave.** Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

**Sick Leave.** Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.**Holidays.** The Housing Authority presently observes twelve paid holidays per year.

**Group Insurance Program.** The first of the month after 31 days employment employee is eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Employees working 30 hours or more per week receive apx 100% employer paid Medical/Prescription, Dental, Vision & LTD coverage for employee + a portion of premium cost for dependent coverage, if elected.

**Deferred Compensation** 457 Plan is voluntary.

**Social Security.** Compulsory participation for all employees.

**Credit Union.** Membership for savings, loans and other privileges is available.

**Reimbursement for Tuition and Books.** Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

**THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.**

**THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE**