



Open Job Posting Program Assistant

FOR 80 YEARS, the Housing Authority of the County of San Joaquin (HACSJ) has provided and advocated for safe, affordable, and attractive living environments for low income working families, elderly, and disabled residents of San Joaquin County. We are governed by a seven-member Board of Commissioners and have a dynamic workforce of 92 employees. This diverse and dedicated team blends innovation with decades of experience resulting in successful programs that continue to build a brighter future.

With a \$62+ million operating budget resulting in significant economic benefit to our local economy, we create and sustain vibrant communities, build superior affordable housing, and support the success of over 19,000 residents throughout San Joaquin County.

We own and manage:

- 986 public housing units
- 297 Low Income Housing Tax Credit Units
- 28 affordable units
- 31 year-round farm worker units
- 285 seasonal agricultural migrant housing units
- Allocation of 5495 housing choice vouchers, including:
 - 259 HUD-VASH
 - 232 EHV
 - 74 FUP
 - 133 Mainstream



HACSJ has taken a transformative step from custodian of aging HUD properties to affordable developer providing a net increase of new energy efficient units within the County of San Joaquin. With the help of local partners, HACSJ will continue to invest in the repositioning of antiquated housing stock as well as new site acquisition. Beyond housing, HACSJ is committed to in the implementation of community after-school

programs, college scholarships, housing for people with mental health challenges, educational partnerships with non-profit organizations, law enforcement, and of vital importance, homeless service providers. HACSJ and its nonprofit subsidiary also have multiple projects in predevelopment more than 500 units of additional affordable housing.

Our team members are motivated and empowered to make a positive difference and bring opportunities to those in our community who need help the most. We continuously strive to cultivate a working environment that inspires new ideas, promotes ownership and experimentation, and supports highly motivated individuals to be truly creative.

At HACSJ, we acknowledge and value our differences. We strive for all employees, regardless of background, to feel respected personally and professionally, and we are always looking to onboard talented individuals with varied perspectives and lived experiences.

In collaboration with our partners, we serve our residents with employment and educational opportunities, referrals, utility assistance and recreational opportunities for our youth. As steadfast stewards of the communities within San Joaquin County, we advocate every day on behalf of our residents to create opportunities for improved health, education, and life.

Ideal Candidate

Are you an inquisitive, organized professional who enjoys a fast-paced environment and gets satisfaction from collaborating with others? If you are detail oriented, cooperative, and precise in your work, keep reading because the Compliance Supervisor role might be perfect for you!

We are NOT looking for someone who keeps their head down and minds their own business— in fact; we want your natural curiosity to motivate you to dig deep for answers! We need someone who will carefully weigh all the available information to help the department maintain program compliance with HUD regulations.

**We Are Not Your Average Government Agency We
Love Change
We Challenge Ourselves to Innovate
We Welcome New Ideas**

Salary	Monthly 3,457-4,201 Non-exempt
Supervisor	Varies on Location
Apply	nglossa@hacsj.org

Position Summary

Under close supervision, the Program Assistant performs general clerical and administrative work. Work may include data entry, receiving and distributing materials, answering telephones, processing work orders, maintaining files and records, mailing verifications, customer follow-up, answering questions, and generating correspondence. Performance of the duties requires excellent clerical and administrative skills and a thorough knowledge of modern office equipment. Some functions of this position may change depending on the corresponding department needs.

Essential Job Functions

1. Responsible for providing clerical support to department staff, including answering incoming calls, routing calls, greeting visitors, answering questions from residents and work order processing.
2. May serve as the Authority's receptionist.
3. Maintains communication both oral and written with property owners and HCVP participants.
4. Receives and processes mail as requested by department staff.
5. Prepares correspondence, memoranda, agreements, reports, etc., as assigned which includes typing filing, data management, planning, organizing, and scheduling. Responsibilities may include receiving, distributing, computing, and managing maintenance work orders on a database.
6. Assists department staff in preparing, examining, checking, and verifying and program and statistical reports, work orders and resident files for completeness, accuracy, computation, and clarity.
7. While performing clerical duties, operates various standard office equipment such as computer terminals, typewriters, copy machines, calculators, postage meters, etc. Maintains maintenance records and instruction manuals on office equipment, schedules routine and emergency maintenance calls for office equipment.
8. May be responsible for requisition and inventory of office supplies.
9. Monitors unit vacancies including preparing move in and out reports.
10. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Behavioral Competencies

Client Services - Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments, and ensuring that our clients have been heard.

Initiative - Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Professional Behavior - Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Communication - Employee is clear, concise, and organized in all facets of communication to fully transfer understanding. Actively listens and ability to adapt messaging. Strives to communicate information with appropriate personnel in a timely manner.

Teamwork - Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Integrity - Employee is honest with oneself, coworkers, and clients. Stands up for what is right even in the face of opposition.

Safety Awareness - Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Reliability & Judgment - Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Required Knowledge and Abilities

1. Knowledge of local, state, and federal laws governing assisted housing programs, including resident selection, owner/resident regulations, leasing and eviction rules and regulations, maintenance policies, guidelines rules and regulations as well as the purpose, policies, administrative procedures and regulations of the Authority.
2. Knowledge of standard clerical procedures, including scheduling, mail distribution, and telephone etiquette.
3. Knowledge of modern office equipment including, copiers, personal computers, calculators, facsimile machines, etc.
4. Ability to present ideas in a clear and concise manner, both orally and in writing.
5. Ability to understand and follow written and oral instructions.
6. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
7. Ability to work effectively with customers and the general public.
8. Ability to maintain clerical records.
9. Ability to establish and maintain effective working relationships with co-workers, residents, HUD, and local, state, and federal officials.
10. Ability to type at a rate of 40 words per minute.

Minimum Education, Training and/or Experience

1. Graduation from a high school, vocational school, or equivalent.
2. A minimum of three - (3) years responsible clerical experience involving public contact.
3. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, office supplies, etc.
3. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case-by-case basis)



Joaquin County

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts eight cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

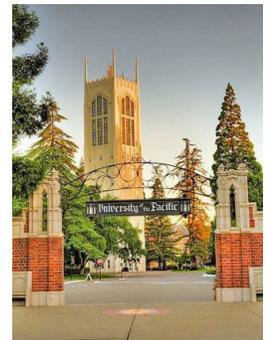
Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.