



## Accepting Applications for

# SENIOR PROPERTY REHABILITATION SPECIALIST

**SALARY: Monthly Salary Range: \$6,846 - \$8,328**

Plus excellent benefits package: Retirement-CalPERS-2.5% @55; paid medical, dental, vision and more.

**FINAL FILING DATE:** Open until filled (Application screening process may begin as early as November 6, 2009 if sufficient applications from qualified applicants are received by that time).

**THE POSITION:** Under general supervision, the Senior Property Rehabilitation Specialist administers federally-funded loans and grants awarded through the City's Community Development Block Grant program. Projects include housing rehabilitation, commercial property rehabilitation, and rehabilitation of neighborhood facilities. Work involves federal procurement of contractors, contracting, labor standards enforcement, preparation of NEPA environmental reviews, loan processing, scope-writing, cost estimating, and managing multi-year budgets in the City's FMIS system. The Senior Property Rehabilitation Specialist works collaboratively with other City-funded programs to make neighborhoods safer, correct code violations, improve accessibility, and conserve environmental resources. This position interacts with low-income Hayward residents, including fragile seniors, people who have disabilities, and people who have various types of disorders that threaten their own housing security and the safety of their neighbors. The Senior Property Rehabilitation Specialist is expected to exercise good judgment and decision-making, within program guidelines, when engaged in activities that involve complex social and community needs.

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

**Experience:** Four years of full time work experience at a level equivalent to a Property Rehabilitation Specialist including lead assignments for prevailing wage projects; or two years of experience facilitating loans and contracts for federally-funded projects PLUS two years of experience analyzing and applying federal regulations, including preparing environmental reviews. Federal or State-funded project administration, code enforcement, or construction inspection experience is desirable.

**Education:** Equivalent to completion of the twelfth grade.

**Licenses & Certificates:** Possession of a valid Class C California Driver License upon employment. Notary Public or Certified Loan Signing Agent is desirable but is not required.

**SELECTION PROCEDURE:** All applicants must submit a completed City of Hayward Employment Application Form and a Supplemental Questionnaire describing the nature of their experience and qualifications. Application packets will be screened by a qualifications panel and candidates considered best qualified based on the information submitted will be further evaluated by a competitive examination process that may include a written exam and oral panel interview. Candidates passing the examination and oral panel interview will be placed on an eligible list to be submitted to the department for hiring consideration.

**SUPPLEMENTAL QUESTIONS:** Please include a response to the following questions with your application, limiting your response to a maximum of three pages:

1. Provide several examples of instances in which you were able to successfully engage a reluctant client (e.g., angry, fearful, unstable) to produce positive outcomes.
2. Describe your experience facilitating loans and contracts for federally-funded projects.
3. Describe your experience analyzing and applying federal regulations, including preparing environmental reviews.

**APPLICATIONS:** To obtain a City of Hayward employment application:

1. File online at: [www.hayward-ca.gov](http://www.hayward-ca.gov) or [www.CalOpps.org](http://www.CalOpps.org)
2. Visit the Human Resources Department at Hayward City Hall located at 777 B Street, Hayward, CA 94541-5007, or call for an application to be mailed, (510) 583-4500. Office hours are Monday through Friday, 8 a.m. to 5 p.m.

**EXAMINATION PROCESS:**

**EXAM DATE:** After the final filing date, applicants are notified regarding the examination process by email or mail, depending upon how application was filed. **Candidates that apply online will be notified by email.**

**CONTENT:** Examinations consist of appropriate tests (written-oral-performance) to determine relative ability of applicants to perform the duties of the position. Passing grades may be required on individual parts of the examination, and total overall passing score is necessary for placement on an eligible register. All examinees are notified of examination results when grading has been completed.

**BENEFITS:**

- 10 days paid vacation each year; 15 days after 5 years of service; and 20 days after 10 years of service; and 25 days after 20 years of service.
- 12 days sick leave per year.
- 14 annual paid holidays.
- Choice of health plans with premiums for employees and eligible dependents paid by the City (PERS health plans).
- Dental and Vision Plan (premiums for employee and eligible dependents paid by City)
- Life and Disability Insurance coverage for miscellaneous employees
- Public Employees' Retirement System. Miscellaneous employees pay 1% of base salary towards PERS on a pre-tax basis.
- Retirement formula is calculated at 2.5% @ 55 for miscellaneous employees.

**NOTE:** City positions are represented by various bargaining units. MOU's and complete benefit information are available on the City of Hayward's Website.

The City of Hayward is an Equal Opportunity Employer