



**CITY OF GLENDALE**  
Human Resources Department  
613 E. Broadway, Room 100  
Glendale, CA 91206  
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Hourly City Worker/Homeless Programs**

*An Equal Opportunity Employer*

**SALARY:** \$18.00 Hourly

**OPENING DATE:** 05/14/18

**CLOSING DATE:** 05/25/18

**FLSA STATUS:** Non-Exempt

**EXAMINATION TYPE:** Hourly Examination

**PROBATIONARY PERIOD:** N/A

**PERS/PARS CONTRIBUTION:** The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

**THE POSITION**

***Although hourly, this position will work on a full-time basis (40 hours per week) with eligibility of health benefits under the ACA.***

Under general supervision, this hourly, unclassified position will be responsible for assisting with the coordination of homeless continuum of care programs and services. In addition, this position will assist to ensure contract compliance with the federal department of Housing and Urban Development (HUD), State Emergency Solutions Grant, and Measure H County Funding; monitor financial management systems, including invoices for reimbursement of funds and certifying back-up documentation.

**Essential functions of the job include, but are not limited to, the following:**

Work closely with a network of local non-profit organizations that are sub-contracted to assist with the implementation of homeless programs, such as street outreach, intake, case management, emergency housing, transitional housing, permanent supportive housing, mental health and substance abuse counseling, and domestic violence intervention.

Review client eligibility application packets for housing vouchers, Rapid Re-Housing Program, and other services.

Interact with case managers and review and monitor case management plans.

Interview housing voucher and homeless clients for determination and eligibility of programs; coordinate with landlords for available units.

Obtain and assess client eligibility information, including financials.

Perform limited case management for clients and provide information and referral.

Perform program and contract compliance monitoring, including financial reconciliations for grant funded projects.

Execute sub-recipient agreement with non-profit organizations.

Prepare and review invoices for request for reimbursement to State of California, Los Angeles Homeless Services Authority (LASHA), and Housing Authority County Of Los Angeles (HACOLA).

Monitor and update HACOLA's website for reporting requirements for Measure H funding.

Develop and issue Request for Proposals for new grants as applicable.

Interact with HUD monitors and prepare CoC and ESG and Rental Assistance Programs correspondence to HUD, such as substantial project budget amendments.

Assist with the research and analysis of federal rules and regulations regarding eligibility, documentation and reporting specifically for homeless services.

Prepare organization and work flow charts, spreadsheets and written reports using automated equipment and a variety of computer software packages.

Assist with federal contract compliance technical assistance to non-profit organizations.

Assist with program and project budgets, monitor expenditures.

Process and maintain invoices.

Plan, organize, prepare materials and makes presentations at public meetings.

Assist in negotiating and preparing contracts between the City and community service providers and landlords.

Research and track legislation and conduct surveys and studies related to community or divisional projects. Analyze resulting data and prepare oral or written presentations.

Ensure Department services are provided with exceptional customer service and the highest ethical standards.

Enter client level information into the Homeless Management Information System (HMIS).

Assume responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Drive on City business as necessary.

Perform other related duties as assigned or as the situation requires.

### **MINIMUM REQUIREMENTS**

#### **Knowledge, Skills, Abilities**

##### **Knowledge of:**

Basic California law and local ordinances pertaining to basic tenant landlord relations.  
Basic knowledge of Housing and Urban Development (HUD) processes and procedures.  
Grant administration processes and procedures.

##### **Knowledge of and Skill in:**

Budgetary process and procedures.  
Business practices and procedures.  
Case Management practices and procedures.  
Homeless Management Information System (HMIS).  
Payment system for Rental Assistance Programs, such as ELITE .

##### **Skill in:**

Effective oral and written communications, both on a one-on-one and a group basis.

Public contact techniques.

Use of Microsoft Office programs, such as Word, Excel, PowerPoint, and other computer software programs and applications.

**Ability to:**

Communicate effectively in English.

Conduct research and analyze data.

Design and implement work flow systems.

Effectively interpret program policies, procedures and materials.

Establish and maintain smooth and effective working relationships with the public, co-workers, other departments, subordinates and supervisors and resolve interpersonal conflicts.

Provide exceptional customer service.

Rapidly acquire knowledge of federal homeless program rules and regulations.

Read, write and comprehend directions in English.

Understand and use computers to accomplish assignments..

Utilize personal computers and office applications.

Work effectively and collaboratively with multidisciplinary staff within the City organization and in other agencies in the Homeless Continuum.

**Other Characteristics**

**Willingness to:**

Assume responsibility for maintaining a safe working environment.

Work overtime as requested.

Bilingual abilities (speak, read and write) in languages spoken in the community highly desirable.

**Experience**

Two years of experience in grant administration is required. In addition to the two years, one year of experience in coordinating homeless programs or special need assistance programs is also required.

**Education**

Bachelor's Degree in a social science, accounting, public administration or a related field is required.

**License(s)/Certification(s)**

Valid Class C California driver's license.

**Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

**SELECTION PROCESS**

The selection process will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Due to the high number of applications anticipated, the City of Glendale cannot guarantee that all individuals filing applications for this position will be called for an interview. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. The selected candidate will be subject to a background investigation, including LiveScan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide

documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.glendaleca.gov>

Job #18-0005  
HOURLY CITY WORKER/HOMELESS PROGRAMS

### Hourly City Worker/Homeless Programs Supplemental Questionnaire

- \* 1. Do you possess a minimum of two years of experience in grant administration AND one year of experience in coordinating homeless programs or special need assistance programs?  
☐ Yes   ☐ No
  
- \* 2. If your answer to question #1 is yes, please provide details surrounding your experience in grant administration and experience in coordinating homeless programs or special need assistance programs. If your answer to question #1 is no, enter N/A.
  
- \* 3. Do you have a Bachelor's Degree in a social science, accounting, public administration or a related field?  
☐ Yes   ☐ No
  
- \* 4. How did you FIRST learn about this position?
  - ☐ City of Glendale Website
  - ☐ Visited Human Resources in person
  - ☐ Currently a City employee
  - ☐ Friend or relative
  - ☐ Saw job posting somewhere
  - ☐ GTV6
  - ☐ Twitter
  - ☐ Other
  
- \* Required Question