



CITY OF HAWTHORNE  
Human Resources Department  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
www.cityofhawthorne.org  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

---

## HOUSING MANAGER *OPEN-COMPETITIVE EXAMINATION (NON-CLASSIFIED)*

**SALARY:** \$5,187 - \$7,682 per month

**FILING DATE:** Opens: Tuesday, November 22, 2016  
Closes: Until Sufficient Amount of Applications Received

### THE POSITION

Under general direction, the Housing Manager is responsible for implementation of the City's housing programs.

### MINIMUM QUALIFICATIONS

#### Education, Training and Experience:

Graduation from college with possession of B.A./B.S. in planning, business, real estate or closely related field (accreditation shall be by a national or regional accreditation from a college or university that is recognized by the Secretary of the United States Department of Education); Knowledge of the Section 8 Existing Housing Assistance Payments Program, the Housing Voucher Program and Portables. Five (5) years of experience in Section 8 programs, Must be experienced in HUD Secure Systems (P.I.C., M.T.C.S. & V.M.S.)

#### Knowledge and Abilities

Knowledge of principles of public housing assistance programs and activities; and of Applicable federal, state, and local laws, Ability to reason logically, creatively, and using a variety of techniques to resolve problems, Ability to communicate effectively orally and in writing, Ability to interpret and implement program rules and regulations, Ability to establish and maintain effective working relationships with property owners, participants, citizens, other staff, and other governmental officials, and to deal with individuals who may be violating rules and procedures, Ability to work with budgets and evaluate same, Ability to handle stressful situations and to work effectively with difficult or angry people, Ability to motivate and work with staff.

#### License

Must possess a valid California driver's license, with satisfactory driving record, or have the ability to obtain one prior to employment.

### APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at [www.cityofhawthorne.org](http://www.cityofhawthorne.org), in person from the Human Resources Department - 4455 W. 126<sup>th</sup> Street, Hawthorne, CA 90250 - or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. All application materials

must be submitted to the Human Resources Department by the final filing date and time. The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted. All applications will be reviewed, but due to the large volume of applications typically received, only those candidates determined to be the MOST QUALIFIED on the basis of experience and education, as submitted, will be invited to participate in the selection process.

## TESTING

The examination will consist of an oral interview (weighted 100%).

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISION CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

## RECRUITMENT PROCESS

**Application Procedure:** A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

## EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Department prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

## ABOUT THE CITY

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.





CITY OF HAWTHORNE  
Human Resources Department  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
www.cityofhawthorne.org  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

---

## HOUSING MANAGER *OPEN-COMPETITIVE EXAMINATION (NON-CLASSIFIED)*

**SALARY:** \$5,187 - \$7,682 per month

**FILING DATE:** Opens: Tuesday, November 22, 2016  
Closes: Until Sufficient Amount of Applications Received

### THE POSITION

Under general direction, the Housing Manager is responsible for implementation of the City's housing programs.

### MINIMUM QUALIFICATIONS

#### Education, Training and Experience:

Graduation from college with possession of B.A./B.S. in planning, business, real estate or closely related field (accreditation shall be by a national or regional accreditation from a college or university that is recognized by the Secretary of the United States Department of Education); Knowledge of the Section 8 Existing Housing Assistance Payments Program, the Housing Voucher Program and Portables. Five (5) years of experience in Section 8 programs, Must be experienced in HUD Secure Systems (P.I.C., M.T.C.S. & V.M.S.)

#### Knowledge and Abilities

Knowledge of principles of public housing assistance programs and activities; and of Applicable federal, state, and local laws, Ability to reason logically, creatively, and using a variety of techniques to resolve problems, Ability to communicate effectively orally and in writing, Ability to interpret and implement program rules and regulations, Ability to establish and maintain effective working relationships with property owners, participants, citizens, other staff, and other governmental officials, and to deal with individuals who may be violating rules and procedures, Ability to work with budgets and evaluate same, Ability to handle stressful situations and to work effectively with difficult or angry people, Ability to motivate and work with staff.

#### License

Must possess a valid California driver's license, with satisfactory driving record, or have the ability to obtain one prior to employment.

### APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at [www.cityofhawthorne.org](http://www.cityofhawthorne.org), in person from the Human Resources Department - 4455 W. 126<sup>th</sup> Street, Hawthorne, CA 90250 - or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. All application materials

must be submitted to the Human Resources Department by the final filing date and time. The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted. All applications will be reviewed, but due to the large volume of applications typically received, only those candidates determined to be the MOST QUALIFIED on the basis of experience and education, as submitted, will be invited to participate in the selection process.

## TESTING

The examination will consist of an oral interview (weighted 100%).

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISION CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

## RECRUITMENT PROCESS

**Application Procedure:** A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

## EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, and fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Department prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

## ABOUT THE CITY

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

