



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

Yolo County Housing Position Announcement

Housing Specialist II – Yolo Housing Real Estate Services Division is seeking an organized, customer service oriented individual to fill the position of full-time Housing Specialist II. The successful candidate will be responsible for the management of assigned public and affordable rental housing properties within the County including tenant eligibility, move-ins, annual exams, inspections, processing maintenance work orders, tenant relations, and move-outs. Candidates must be capable of managing multiple projects, have strong organizational and interpersonal skills, as well as good computer skills. Good business writing and math skills required. Previous property management, public housing or HCV experience and bilingual skills preferred. Minimum Qualifications: High school diploma or equivalency and 3+ years of combined education and related experience required. Starting wage is \$17.60 per hour + excellent benefit package.

To apply, submit completed YCH application, resume, cover letter and 3 references (at least two professional references) to Janis Holt, YCH Resource Administrator, 147 W. Main Street, Woodland by Wednesday, February 5, 2014 at 4:00pm. YCH applications can be obtained at www.ych.ca.gov or at the YCH Administration office located at 147 W. Main Street in Woodland.

The following items are required for a complete application package:

1. Completed and signed YCH Employment Application.
2. Cover Letter
3. Three professional references including name, address, and current phone number.
Email address if available.
4. Resume

Only **complete application packages received by February 5, 2014 at 4:00pm** will be considered.

YCH is an equal opportunity employer. In compliance with the requirements of ADA, YCH will provide reasonable accommodation to qualified individuals with disabilities. Please contact the office to discuss accommodation requests. Questions regarding the position may be directed to: Janis Holt, Resource Administrator at 530-669-2211.