



YOLO COUNTY HOUSING

Interim/Temporary Portfolio Supervisor

Real Estate Services Division

Yolo County Housing (YCH) - Est. 1950

YCH has provided high quality, stable and sustainable housing and supportive services to people in need for over 60 years. Governed by a Board of seven Commissioners, including two Tenant Commissioners and under the direction of Lisa A. Baker, YCH has received multiple awards including the 2014 Low-Rent Public Housing Agency of the Year. We are the first PHA to be listed in the National Climate Registry and the agency focuses on green and sustainable operations. YCH and its allied organizations provide assistance to over 7,600 low and moderate income persons through:

- 1,726 Housing Assistance Vouchers (ACC)
- 439 YCH Owned Units (431 Low-Income Public Housing)
- 95 Non-Profit Owned Units (New Hope CDC)
- 96 YCH Managed City of Davis Units
- 156 Tax Credit Partner Units
- 237 Seasonal Agricultural Units



The “YCH Team” is a motivated, positive, hard working group of people dedicated to the mission of the organization and led by a dynamic management team.

Nature of Position

- Interim/Temporary position for up to six months with opportunity to transition into permanent full time employment.
- Manage growing housing portfolio of 800+ year-round and seasonal migrant farm worker units leading by example with integrity in all levels of program service delivery and tenant relations.
- Develop and administer annual budget; monitor monthly and make recommendations to meet division goals.
- Troubleshoot and solve complex tenant issues seeking solutions to maintain affordable housing to low income families.
- Leadership, supervision and support to 4 (four) property managers in areas of partner and tenant relations, property and unit inspections, risk mitigation, and day-to-day operations.
- Serve as an integral member of the management team.
- Compile and create statistical and narrative reports regarding programs.

Desired Qualifications and Personal Characteristics

- Experience in managing federal, State and local affordable housing programs. HUD Public Housing, HUD Multi-Family, and Tax Credit experience a plus.
- Highly organized professional who can effectively manage people and multiple projects.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Motivated, forward thinking, with demonstrated good judgment.
- Conscientious, responsive, commitment to integrity and customer service, computer literate and detail-oriented.

Minimum Qualifications

- Five years progressive experience in the provision of community or housing programs or work in a property management environment. Post-secondary education can be substituted for experience; and
- High School Diploma/GED required (B.A./B.S. preferred); and
- Possess a valid Public Housing Management Certificate or obtain such certification within six months.

Salary

The salary for this interim position is DOE.

- Office operates on a 4 day/10 hour work schedule; closed on Fridays.

Application Process – Position Available Immediately

If you are interested in this outstanding opportunity, please submit a detailed resume, cover letter, and completed YCH employment application to:

Janis Holt, General Director

Yolo County Housing
147 W. Main Street, Woodland, CA 95695
530-669-2211(v); 530-662-5429(fax)
jholt@ych.ca.gov



YCH applications can be found at www.ych.ca.gov. YCH is an equal opportunity employer. In compliance with ADA requirements, YCH provides reasonable accommodation to qualified individuals with disabilities. Please contact the Janis Holt to discuss accommodation requests.

Life in Yolo County (Pop. 204,593)

Located just northwest of Sacramento, Yolo County is rich with tradition, history, and new opportunities. One of the original counties of California, created in 1850, it is a large agricultural region.

Yolo County is home to UC Davis, has great bicycling opportunities and offers abundant recreation including Lake Berryessa and the Sacramento River, the Robert Mondavi Center for the Arts, the Palms Playhouse, Woodland Opera House and the River Cats Triple A Baseball team. There are art walks, museums, galleries, theatre, wineries and the Cache Creek Casino. Yolo County is also just a short drive to the famous Napa and Sonoma wine country, majestic Lake Tahoe, and the city life of San Francisco.