



Part-Time Employment Opportunity Community Development Program Specialist

GENERAL INFORMATION: The City of Arcata Community Development Department is now accepting applications for a part-time Program Specialist who performs administrative, coordination, and support duties related to housing and economic development grant programs. These programs include, but are not limited to, the City's Tenant-Based Rental Assistance (TBRA) Program. The candidate will receive training necessary to complete all duties, specifically the administration of the TBRA Program, and will operate under the supervision of higher-level staff.

TYPICAL TASKS & DUTIES: Responsibilities for this position generally include: bookkeeping, invoice processing, lease agreement preparation and processing, document review, data entry, income calculation, record retention, unit inspections, records maintenance, support on long-range planning work, and grant writing and reporting.

MINIMUM EMPLOYMENT STANDARDS:

Knowledge and Abilities: The ideal candidate will have experience using business and/or municipal software and standard office procedures and practices (including typing, filing, and records maintenance); basic business arithmetic; computer skills (including word processing, spreadsheet, and database programs); excellent customer service skills. Strong organizational skills and an aptitude for numbers are critical in this position. Experience working with seniors and/or unhoused persons is additionally advantageous. Most importantly, the successful candidate for this position will have a strong work ethic, good references, and a positive, proactive, solution-oriented approach to the work.

Other Requirements:

- Must possess a valid California Driver's License.
- Must be willing and available to attend meetings after normal work hours; to travel for training and/or meetings; and to work extended hours as necessary to complete assigned tasks.
- A commitment to understand and support diversity and inclusion in the workplace.

Desirable Training and Experience: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school with some college or technical coursework in a related field defined at the time of recruitment based on assignment; and at least one (1) year experience in housing, economic development, finance, or a related field.

SALARY RANGE: \$19.890-\$21.955 per hour

HOURS: 20 hours per week; flexible hours, Monday – Friday; 9:00 a.m. to 5:00 p.m.

Application Deadline: **5:00 PM, May 26th, 2023.** Applications are available at www.cityofarcata.org under "Jobs." Please submit applications to the Community Development Department via email at: comdev@cityofarcata.org or deliver to the Community Development Department. Email comdev@cityofarcata.org for more information.

The City of Arcata does not discriminate on the basis of political opinions or affiliations, race, color, ancestry, national origin, religious creed, sex, age, disability, medical condition, marital status, sexual preference, or because of the exercise of his/her rights under Section 3502 of the Government Code of the State of California relating to participation in the activities of employee organizations.