



City of Bakersfield - Homeless Services Principal

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CITY OF BAKERSFIELD

Department of Human Resources

1600 Truxtun Avenue, Bakersfield, CA 93301

(661) 326-3773 / <http://www.bakersfieldcity.us>

INVITES APPLICATIONS FOR THE POSITION OF:

HOMELESS SERVICES PRINCIPAL (OPEN) #01367

An Equal Opportunity Employer



City of Bakersfield - Homeless Services Principal

SALARY

\$7,262.67 - \$8,828.39/ Month

ISSUE DATE: 08/03/20

FILING DEADLINE: 08/17/20 by 1:00 PM Pacific

Time

THE POSITION: Under general direction, is responsible to formulate and coordinate provide strategic planning, and administrative oversight of the development and implementation of homeless services, and ensures programs and resources across all departments are aligned with the City's goals to address and end homelessness; and performs related duties as assigned.

REPRESENTATIVE DUTIES: The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. **Essential Duties:** Provides guidance on homeless issues and oversight of the City's efforts to address and end homelessness; Develops and oversees program goals and objectives; Develops, coordinates, and evaluates City operated or contracted programs to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations, including alternative courses of action, such as project restructuring; Collaborates with other Bakersfield Kern Regional Homeless Collaborative (BKRHC), local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless; Coordinates City policies and activities with local, regional, state, and federal homeless and local housing programs; Plans, organizes, coordinates and manages permanent housing solutions for the City's homeless population with Federal, State or local funding and oversees related affordable housing development projects, programs, and activities; Serves as a City liaison on homeless issues to civic groups, community, and philanthropic organizations and individuals; Establishes, maintains, and enhances cooperative relationships with City departments, local service providers, and the homeless community; Assigns, directs, and evaluates professional, technical, and support staff including the Shelter Care Plus team; Conducts and participates in public outreach and educational programs; Prepares and monitors project and program budgets and expenditures; Researches and develops grant proposals; seeks out other funding sources for City homeless programs; and determines funding priorities; Provides oral and written reports to various departments, City Council, commissions, and other community groups on City's homeless issues; Serves as secretary to the Homeless Commission; Represents the City on homelessness issues at regional meetings related to homeless policy; and Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Applications will be accepted only for those applicants who clearly demonstrate on the **COMPLETED City application and resume** that they possess the minimum qualifications which include:

- Graduation from an accredited college or university with a Bachelor's Degree in Planning, Social Services, Public Health, Public Administration, or closely related field, **AND**
- Four (4) years of progressively responsible experience in the development, delivery, monitoring, or evaluation of community programs which must include at least two (2) years of experience working with the homeless and at least two (2) years supervision, leadership, or management of complex programs/projects; **OR**
- Progressively responsible related experience may be substituted for the educational requirement on a year-for-year basis, for up to two (2) years; **OR**
- Master's degree in Social Sciences, Public Health, Public Administration, or a related field may be substituted for up to one (1) year of work experience.
- Valid California Class "C" driver's license.
- Must be able to pass a background check.

OTHER MINIMUM QUALIFICATIONS: Knowledge of: Service provisions to the homeless; with working application of social, economic, and political issues relevant to low income communities; and trends in the field of homeless and social services; Current Federal, State and local laws, regulatory codes, ordinances, procedures relevant to social services programs, such as those designed to improve/provide housing, education, employment, or socio-economic status; Principles and practices of performing needs assessments; program development, implementation, management and evaluation; Conflict resolution and problem solving techniques; Community outreach, advocacy and public education; Principles and practices of staff supervision, development and training; Principles and practices of contract administration and evaluation and public agency budget development and administration; Resources and requirements to acquire private and governmental funding; Basic business controls, business ethics, basic arithmetic and data review and reconciliation techniques; General knowledge of Federal, State, and local legislative procedures and processes; Related computer applications including word processing and spreadsheet software. **Ability to:** Analyze and interpret factual data; Ability to work effectively with staff of City departments, general public, and community agencies; Ability to present finding and conclusions clearly in oral, written, and graphic forms; Utilize good judgment and decision making skills to assess numerous variables and make best choice selections; Assess community needs and evaluate programs using outcome data to determine effectiveness of program components and recommend program modifications as necessary; Establish and coordinate program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, and best practices; Exercise sound judgement and political astuteness in complex situations; Develop creative and effective solutions to challenging problems and issues; Coordinate activities across multiple City departments and other agencies; Establish and maintain effective working relationships with diverse agencies, service providers, community groups, and members; Select, train, supervise, develop, evaluate, and motivate staff; Coordinate and oversee programmatic budgeting, and/or fiscal reporting activities; Prepare and deliver clear and concise oral and written reports, policies, procedures, and other written materials; Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; Establish, organize, and maintain complex record keeping systems; Prioritize work, and coordinate several simultaneous activities. **Physical Conditions or Special Working Conditions:** Standard office environment and working conditions; May require off-site field visits to oversee and evaluate project status.

EXAMINATION: ORAL APPRAISAL INTERVIEW (Weighted: 100%): August 26, 2020

(Tentative). An appraisal will be made of applicant's education, training, experience, and personal qualifications for the position. A minimum passing score of 70% is required. **Note: Admission to the examination may be limited to those applicants who demonstrate the best combination of qualifications on the application and resume. Applicants possessing the minimum qualifications are not guaranteed admission to the examination.**