

Napa County Housing and Homeless Services Division is Seeking Applications for the Position of: **Homeless Program Coordinator**



A Tradition of Stewardship
A Commitment to Service



The Position: Program Manager

Working Title: Homeless Program Coordinator

The County and City of Napa, with assistance from the Corporation for Supportive Housing and the National Alliance to End Homelessness, are redesigning the housing and homeless services system in Napa.

Napa County is seeking a dynamic, experienced, results-driven individual to staff the Homeless Program Coordinator position. In addition to supporting the Continuum of Care, the Homeless Program Coordinator will work with the Housing and Homeless Services Director to continue the transformation of Napa's homeless and supportive housing services system, coordination of the countywide effort to prevent and end homelessness in the context of Napa's Plan to End Homelessness, in Napa's Ten Year Plan and the requirements of McKinney-Vento (HEARTH) legislation. The Coordinator will facilitate the development of strategies for increasing housing options in partnership with other County departments, the City of Napa, the Housing Authority of the City of Napa, the Continuum of Care, health care and philanthropic organizations, and a variety of non-profit housing developers; increase systems coordination and oversee a variety of projects and contracts related to preventing and ending homelessness.

The Homeless Program Coordinator will track/measure results, and will provide regular reports on implementation progress as well as facilitate implementation of system-wide performance measurements.

The Ideal Candidate Profile

- Knowledgeable of best practices to address homelessness.
- Comfortable working collecting, tracking, and reporting data.
- Experienced working in collaborative community partnerships with diverse stakeholders.
- Methodical research skills and the ability to quickly learn material.
- Polished written and spoken communication skills.
- Exceptional attention to detail and the ability to meet multiple conflicting deadlines.

Required Experience and Education

Experience— Three years of experience providing community, educational or related services, of which one year included responsibility for program administration, planning, monitoring and evaluation. Additional related experience may substitute for the education on a year-for-year basis.

Highly Desirable: Experience with the complexities of homelessness and the diversity of homeless populations; Knowledge of data tracking and performance measurement, particularly with regard to HMIS; Experience working with Continuums of Care and local government and community-based safety net service providers; Experience managing diverse collaborative efforts; data analysis; grant development and implementation.

Education— Equivalent to graduation from an accredited college with a Bachelor's degree in a field closely related to the assigned program. A Master's degree in a field closely related to the assigned program is highly desirable.

The Department

Napa County is establishing a Housing and Homeless Services Division, in the County Executive Office, to ensure that the efforts to increase housing and reduce homelessness are integrated. This holistic approach is not seen in many jurisdictions, and this is a unique opportunity to address the issues from all points on the spectrum. This new model is built on collaboration, innovation, and efficiency.



The Napa Valley

The Valley is home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually Unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 80,000, to Yountville, with 2,900 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

The Application Process

The final filing date: June 10, 2019 at 5:00 PM

For more information, or to apply, please visit our website at www.napacountycareers.com, and click on the "apply" button on the job bulletin.

Only online applications will be accepted. Candidates must complete the supplemental questions, attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete.

Following the final filing date, applications will be screened for minimum qualifications. Those most qualified applicants will be invited to participate in an oral interview, tentatively scheduled for the week of **July 8, 2019**. Only the most qualified candidates will be invited to interview.



Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$454 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's 1,400 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability and service.

Compensation and Benefits

Annual Salary Range: \$89,336 - \$108,617

The County also offers an outstanding benefit package that includes:

- **Vacation:** Fifteen (15) to twenty-nine (29) days annually based upon years of public service. Prior government service may be used in calculating vacation accrual rate.
- **Sick Leave:** Twelve (12) days annual sick leave with unlimited accrual.
- **Holidays:** Twelve (12) paid holidays per year.
- **Personal Leave:** Nineteen (19) hours credited during the first pay period of the calendar year (prorated based on date of hire).
- **Management:** Eighty (80) hours per calendar year (Prorated based on date of hire. Sixty (60) hours convertible to cash).
- **Medical Insurance:** Choice of ten (10) CalPERS health plans with the County making a significant contribution toward the premium for employee and dependents.
- **Dental Insurance :** Choice of two (2) Delta Dental plans with the County paying the premium for employee and their dependents.
- **Life Insurance:** The County provides \$50,000 life insurance coverage for each employee at County Expense, and offers option of up to an additional \$200,000 at the employee's expense.
- **Retirement:** The County participates in the California Public Employees' Retirement System (CalPERS); the benefit is 2% @ 60 for current members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.
- **Deferred Compensation :** A choice of a 457 and/or a 401a plan with a County match.
- **Employee Assistance Program:** The County-paid Employee Assistance Program.