



THE CITY OF SOUTH LAKE TAHOE

INVITES YOU TO JOIN OUR TEAM!



LEAD BASED PAINT PROGRAM COORDINATOR



TO APPLY

Applicants must complete and submit an online City of South Lake Tahoe application and include a resume in the body of the application or attach a resume to their online application at submission. Apply online at www.cityofsouthlake.com, click on Human Resources, and follow the directions. For recruitment assistance, contact Human Resources at 530.542.6050.

COMPENSATION

This position is an hourly position from \$26.91/hour to \$32.71/hour. Hourly pay is based on a regular work week of 32 hours per week.

The Department is willing to negotiate a regular schedule during the 32 hour week with understanding that this position may include the necessity to occasionally work weekends, holidays, and other City-wide designated days off. This position is funded and dependent upon a grant from the U.S. Department of Housing and Urban Development Department (HUD).

GRANT FUNDED TEMPORARY ASSIGNMENT

This position is a two-year limited term temporary assignment. without benefits. Again, the City is a recipient of \$1.5 million dollar grant from HUD to eliminate lead hazards from homes to make homes in the community more healthy for low-income families and children. The successful applicant will manage the program under the direction and guidance of the Redevelopment & Housing Department Manager.

EOE/ADA/DRUG FREE



THE SOUTH LAKE TAHOE COMMUNITY

We work, live and play here, so should you! South Lake Tahoe is located in the heart of the Sierra Mountains on the picturesque South Shore of America's largest and most beautiful Alpine Lake. The City of South Lake Tahoe takes great pride in being a central hub of one of the Country's most popular tourist destinations. The South Lake Tahoe community is full of year-round recreational activities from prized winter skiing conditions to summer water sports, and hiking/ biking trails that with breathless views.

The community includes great schools, clubs and organizations of every kind and interest, great restaurants, a local Community College, renowned Barton Memorial Hospital, local airport, and a housing market that has weathered the current economic conditions.



THE POSITION

The City of South Lake Tahoe is the recipient of a \$1.5 million dollar grant from the U.S. Department of Housing and Urban Development, Office of Healthy Homes to eliminate lead hazards from homes of low-income families and to make homes more healthy especially homes with children. The Lead Based Paint Grant requires the City to inspected several hundred homes in the community and conduct minor rehabilitation in 100 of those homes where lead is found. The Lead Based Paint Program Coordinator will assist the City's Redevelopment and Housing Department to manage and deliver this program to the community.

The Program Coordinator will assist in the development of program policies, timelines, strategic plans and deliverables, community marketing and outreach activities, public and construction noticing, construction training programs, oversee grant management reporting and monitoring, ensure timely completion of Lead Based Paint risk, inspection and clearance reports.

Complete Job Description available upon request

IDEAL CANDIDATE

The ideal candidate will be a high-performing team leader who will develop efficient methods to achieve program deliverables and the confidence to make meaningful recommendations to improve services. The ideal candidate will have the creativity to motivate others and cultivate teamwork among public and private sector partners, with the techniques to operate effectively in a fast-moving environment. Experience negotiating, problem-solving, contracting, and proven performance in the housing or construction industry along with an understanding of the public sector working environment is highly desired.

In Addition, the ideal candidate will meet requirements of the current grant as follows: The day-to-day program coordinator must be experienced in housing rehabilitation, lead hazard control or related work to the project, and should have demonstrated project management experience; should have education equivalent to a Bachelor's degree with major course work in public or business administration, community development, political science, or a closely related field; and will be expected to possess an understanding of the principles and practices of organization and public administration, community and public relations, budgetary systems and procedures; have the ability to prepare and analyze reports, identify and interpret technical information, perform a wide variety of administrative duties with little or minimal supervision.



JOINING THE ORGANIZATION IN SOUTH LAKE TAHOE

This position is a great opportunity to join the City of South Lake Tahoe organization to make a difference in the local community by establishing a new program to improve the quality of housing for low-income community members. In today's economic climate, the prospect of leading a team to launch a brand new program doesn't come along very often and to do so in the scenic surroundings of South Lake Tahoe is an opportunity the Ideal Candidate won't want to miss.



