



Employment Oppourtunity

Position Title: Migrant Center Manager

Pay Rate: \$54,080 annually, includes Housing and Benefits

Location: 777 West Mathews Road, French Camp, CA 95231

TO APPLY

If you are qualified and would like to apply, please complete a Delta Community Developers Corp. employment application along with a cover letter and resume expressing your interest. This position is open until filled.

Applications are available at:

www.deltacommunitydev.org;

or

**Artesi II Migrant Center
777 West Mathews Road
French Camp, 95231**

Please send completed applications to:

nglossa@hacsj.org

Fax: 209-460-5117



Position Description

Position Title: Bi-Lingual Migrant Center Manager **Pay Classification:** Exempt
Supervisor: Program Manager **Effective Date:** 10/27/2020

Position Summary

Under the direction of the Program Manager, the Migrant Center Manager is responsible for planning, organizing, and supervising the operation of the Migrant Center.

Essential Job Functions *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Plans, organizes, supervises, and participates in the operation of the Migrant Center.
2. Supervises and participates in the upkeep and repair of housing units and grounds.
3. Registers residents who qualify for housing in Migrant Centers under state and county housing guidelines; assigns families to housing units; supervises and participates in the collection, accounting, and receipt of rental charges.
4. Inspects housing units and grounds on a daily basis for needed maintenance and repairs; assists in the repair and maintenance of housing units; performs minor repairs on ranges, water heaters, coolers, heaters involving adjustment or replacement of controls, removal and cleaning of pipes, or replacement of wires; and minor maintenance and repairs underground electrical wire shortage.
5. Interviews and gives guidance to residents with resident/landlord issues.
6. Prepares special reports and initiates a variety of correspondence and documents.
7. May represent DCDC in court actions.
8. Assists in the selection of Migrant Center staff.
9. Supervises Migrant Center Staff.
10. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Multi Family Development.
2. Knowledge of the purpose, organization, and functions of DCDC, and operations of a Migrant Center.
3. Knowledge of the general practices of building maintenance trades, including the methods, materials and equipment used in installation, alteration and repair work.
4. Knowledge of the principles of supervision and training.
5. Knowledge of basic record keeping methods and safe work practices.

6. Ability to effectively manage and represent DCDC, at a Migrant Center.
 7. Ability to exercise sound judgment in dealing with residents in a tactful, courteous, and firm manner.
 8. Ability to maintain and repair housing units.
 9. Ability to use tools and equipment skillfully and safely and perform heavy manual work.
 10. Ability to plan and organize the work of subordinate staff.
 11. Ability to understand and carry out oral and written directions.
 12. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
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13. Ability to communicate with people from a broad range of socioeconomic backgrounds.
 14. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

Minimum Education, Training and/or Experience

1. Graduation from a high school or equivalent including or supplemented by courses in business.
2. Typically one (1) year of experience performing related duties.
3. Supervisory experience preferred.
4. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Ability to work, move or carry objects or materials such as files, computer printouts, reports, calculators, legal pads, etc.
2. Ability to move large pieces of furniture such as sofas in order to complete inspections.
3. Ability to stoop, kneel, bend, stretch, crawl, etc. Ability to climb a ladder.
4. Ability to physically access all types of dwelling units.
5. Must possess and maintain an applicable California Driver's License and a driving record acceptable to DCDC's insurance carrier. (Exceptions will be considered on a case by case basis)

Special Requirements

1. Required to live at the Migrant Center.
2. Bilingual in English/Spanish.

Equal Opportunity and Drug-Free Environment Employer

The Villa Real, Inc. values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5017, California Relay Service Dial 711

