



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for

WORKFORCE DEVELOPMENT SPECIALIST

The Position

The Workforce Development Specialist is responsible for recruiting, supporting, marketing, monitoring, and reporting of educational, social service, employment support, and other programs and services intended to assist public housing families in achieving economic self-sufficiency. Assist the Workforce Development Administrator and Workforce Development Coordinators in ensuring planned program and client outcomes are achieved.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

POSITION LOCATION

1525 E. 9th Street
Reno, NV 89512

SALARY PAY RANGE

Starting pay is \$17.52/per hour
Merit increases to \$24.65/per hour

CONDITIONS OF EMPLOYMENT

This is a regular full-time, non-exempt position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

SELECTION PROCESS

1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applications will be reviewed to select those candidates best qualified for an oral interview panel. Selected applicants will be notified as to the date and time of the panel.
3. The panel will conduct a comprehensive review of each candidate's technical knowledge and Suitability for the position. Subsequent interviews may also be required.
4. Prior to employment, thorough reference checks are conducted. The finalists may be tested on software applications, office skills, and math proficiency.

If accommodation for a disability is needed during the application or interview process, contact Darren Squillante, Human Resources Director at (775) 329-3630, extension 241.
TTY: (385) 770-7166

TO BE CONSIDERED

If you are interested in this position you may obtain an application at www.renoha.org or by visiting our offices located at: Reno Housing Authority, 1525 East Ninth Street, Reno, NV 89512-3012

Please submit a complete application on or before the close date to HR@renoha.org

The Reno Housing Authority is an affirmative action employer that prohibits unlawful discrimination. It is the policy and the intent of the Reno Housing Authority to provide equality of opportunity in employment for all persons, and in all aspects of its personnel policies, programs, practices, operations, and in all its working conditions and relationships with employees and applicants for employment. All employment decisions are made without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, pregnancy, physical or mental disability, genetic information, veteran status, or any other protected class status.

While you may include a resume, the Reno Housing Authority does not accept resumes in lieu of completed RHA employment application. Completed applications can be submitted to HR@renoha.org

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.