



---

# JOB ANNOUNCEMENT

<b>Job Title:</b>	<b>Community Development &amp; Revitalization Programs Specialist</b>
<b>Hours of Work:</b>	40 hours per week; Monday-Friday
<b>Salary Range:</b>	\$36,814 - \$65,827 (salary commensurate with experience)
<b>Benefits:</b>	Health insurance, retirement, paid annual and sick leave
<b>Work location:</b>	Arizona Department of Housing (ADOH) offices, Phoenix, Arizona

## Position Summary & Responsibilities

Reporting to the Community Development & Revitalization (CD&R) Programs Administrator, the CD&R Programs Specialist will oversee the day-to-day management of approximately 30-60 of the contracts being managed under the CD&R Programs division of the Arizona Department of Housing. This program provides federal funding for a wide range of housing, community development and revitalization efforts, including funding for housing rehabilitation and weatherization and other housing and community development activities. Responsibilities and job duties include: Daily oversight of assigned contracts for the above mentioned activities implemented by a wide range of contractors, including but not limited to: nonprofit organizations, social service agencies, tribal entities, local governments (towns, cities, counties), Councils of Government, and others. Duties include assuring that funds under each contract are expended according to state and federal regulations as well as making sure that the programs are meeting the needs of the Arizona constituents for whom the programs were designed. The program primarily utilizes federal funding for Community Development Block Grant (CDBG) program, HOME Investment Partnership Program, Weatherization Assistance for Low-Income Persons program, and Low-Income Home Energy Assistance Program, all complex funding sources requiring compliance with related state and/or federal regulations. Routine oversight duties include drafting and reviewing all contracts, legal documents and processing requests for payment for projects under contract; reviewing correspondence, progress reporting, monitoring documents and close out documentation. This position will be responsible for working with the CD&R Administrator on the resolution of any significant issues that may arise during the course of such contracting. This position will require travel to monitor assigned contracts on-sight, generally monitoring most contracts at least once annually. This position may assist the CD&R Administrator with the initial review of applications for funding; making recommendations regarding program and project approvals or denials. This position will provide on-going information and technical assistance to participating entities on the use of funding as well as other technical aspects of securing funding from and complying with program requirements and may require extensive travel statewide in order to attend meetings, workshops, and other opportunities to provide technical assistance to contractors. Other duties as assigned.

## Qualifications

*Knowledge:* Highest qualified candidates would have knowledge of the state and federal funding sources administered by the agency including the Weatherization Assistance for Low-Income Persons Program (WAP), Low-Income Home Energy Assistance Program (LIHEAP), Community Development Block Grant Program (CDBG), HOME Investment Partnership Program (HOME), and other public financing tools, including federal overlay statutes that must be instituted when utilizing federal resources; state and federal contract management requirements; internal controls and auditing procedures; knowledge of housing and community development needs and approaches to meeting community goals; knowledge of basic construction, rehabilitation and lending vocabularies; knowledge of how private market conditions can affect the success or failure of housing and community development programs; basic understanding of Weatherization programs for energy efficiency, Housing Quality Standards (HQS); Labor Standards; Uniform Relocation Act; Environmental Review Standard pursuant to the National Environmental Policy Act; well-rounded knowledge of principles, standards, practices of accounting, finance, real estate lending, credit analysis, financial underwriting and contract management; procurement; management and business analysis. *Skills:* Management, organization, written and oral communication skills, negotiating and interpersonal skills to resolve problems, analytical skills, public speaking and presentation skills, conflict resolution, considerable computer skills, time management. *Abilities:* Ability to maintain confidentiality, provide leadership, work effectively with superiors, subordinates and groups; outside vendors, other governmental agency representatives, and others; analyze data, reports, political conditions, situations, etc., and develop sound recommendations; work independently, establish partnerships and working relationships with a myriad of people; and ability to travel/drive great distances. Prior experience working in state or federal housing and/or community development and revitalization programs highly desirable and at least 5-years prior comparable work experience which would allow the candidate to gain a high attainment level in the skills and abilities noted above. Undergraduate degree or above highly desired, but not required.

## About the Department

The Arizona Department of Housing (ADOH) is a state agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: CDBG, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for Persons with AIDS (HOPWA), Continuum of Care, Weatherization Assistance for Low-Income Persons (WAP), Low-Income Home Energy Assistance Program (LIHEAP), Section 8, and Hardest Hit Funds. The

Department serves as the regulating body for the Manufactured Housing industry in Arizona. ADOH also oversees the activities of the Arizona Home Foreclosure Prevention Funding Corporation.

**This position will remain open until filled**

Interested candidates must submit a resume, list of references and letter of interest to: Lori Moreno, HR Administrator, Arizona Department of Housing, 1110 W. Washington, Suite 280, Phoenix, AZ 85007 or by email to Resume@azhousing.gov. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.