

ARIZONA DEPARTMENT OF HOUSING

www.azhousing.gov

Special Needs Programs Specialist (Contract Management Specialist III)

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

JOB SUMMARY

As a Special Needs Housing Programs Specialist under the direct supervision of the Special Needs Housing Programs Administrator, this position will be responsible for the day to day oversight of a number of state and/or federal funding contracts for programs emphasizing housing assistance to special needs populations, including: Housing Assistance for Persons with AIDS (HOPWA), Supportive Housing Programs operated in accordance with the HEARTH Act requirements and the HUD Continuum of Care program regulations and State Housing Trust Fund projects related to homeless shelter operations. This position will be responsible for working closely with program sub-grantees (contractors) to help them meet state and federal requirements. Routine oversight duties include drafting and reviewing all contracts, legal documents and processing requests for payment for projects under contract; reviewing correspondence, monitoring documents and close out documentation. 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 monitor, attend meetings, workshops, and other opportunities to provide technical assistance to contractors. Other duties will include assistance to the Special Needs Programs Administrator in compiling reports, preparing presentations and assisting with the implementation of the Homeless Management and Information System and managing the Balance of State Continuum of Care.

QUALIFICATIONS

Knowledge:

- Highest qualified candidates will have knowledge of the state and federal funding sources administered by the division including the State Housing Trust Fund, Housing Assistance for Persons with AIDS (HOPWA), Supportive Housing Programs operated in accordance with the HEARTH Act and HUD Continuum of Care regulations 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 special needs populations and approaches to meeting special needs goals
- Basic understanding of Housing Quality Standards (HQS)
- Well-rounded knowledge of principles, standards, practices of accounting, finance, contract management
- Management and business analysis

Skills:

- Management
- Organization
- Written and oral communication
- 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, 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;
- Ability to travel/drive statewide

Prior experience working in state or federal housing and/or special needs 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.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a waiting period for enrollment.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.