

# Community Development & Revitalization

## Programs Specialist

Salary Range: \$53,000 - \$60,000

Salary commensurate with experience and qualifications.

### ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at [housing.az.gov](http://housing.az.gov)

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.

### ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

### JOB SUMMARY

This position will oversee the day-to-day management of approximately 30-60 contracts being managed under the Community Development & Revitalization (CD&R) Programs division of the Arizona Department of Housing. The CD&R Programs division provides federal funding for a wide range of housing, community development and revitalization efforts, including funding for housing rehabilitation and other community development activities. This position will focus on overseeing contracts connected with a variety of community development activities and housing rehabilitation, but may eventually assist with the monitoring oversight for housing weatherization activities. Other duties as assigned.

This position is available for remote work within Arizona (including in office hoteling), as well as a flexible schedule.

### QUALIFICATIONS

Highest qualified candidates will have at knowledge of the state and federal funding sources administered by the agency including the Community Development Block Grant Program (CDBG), HOME Investment Partnership Program (HOME), Weatherization Assistance for Low-Income Persons Program (WAP), Low-Income Home Energy Assistance Program (LIHEAP), and other public financing tools.

### BENEFITS

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

- Flexible schedules to create a work/life balance
- Participation in the Arizona State Retirement System (ASRS)
- Vacation with 10 paid holidays per year
- Sick Leave
- Health and Dental Insurance

- Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

By providing the option of a remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

## RETIREMENT

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement.

On, or shortly after, your first day you will be provided with additional information about the available insurance plans, enrollment plans, enrollment instructions, submission deadlines and effective dates.

## HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 509993 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

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

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