EMPLOYMENT ANNOUNCEMENT
Program Specialist in the
Office of Colonia Initiatives (OCI)/Housing Trust Fund (HTF)/
Neighborhood Stabilization Program (NSP) Division

<table>
<thead>
<tr>
<th>Job Posting Number:</th>
<th>State Classification:</th>
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<tbody>
<tr>
<td>19-022</td>
<td>Program Specialist III/1572</td>
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<tr>
<th>Division:</th>
<th>State Pay Grade:</th>
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<tr>
<td>OCI/HTF/NSP</td>
<td>B19</td>
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<table>
<thead>
<tr>
<th>Department:</th>
<th>Posting Date:</th>
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<tbody>
<tr>
<td>Programs</td>
<td>March 7, 2019</td>
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<tr>
<th>Established Work Hours:</th>
<th>Application Deadline:</th>
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<tr>
<td>8:00 A.M. – 5:00 P.M.</td>
<td>Open Until Closed By Division</td>
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<th>Starting Salary:</th>
<th>Duration:</th>
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<tr>
<td>$4,166.67 - $4,500.00 mo.</td>
<td>Full Time</td>
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<tr>
<th>Number of Openings:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>1</td>
<td>Austin, Texas</td>
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GENERAL DESCRIPTION

Performs complex consultative and technical work in the planning, development and implementation of residential construction activities for the Office of Colonia Initiatives (OCI), Housing Trust Fund (HTF), and Neighborhood Stabilization Program (NSP).

Uses knowledge of home repair, home inspections, and construction standards to review and process requests for program funds in accordance with Department, state and federal rules.

Provides construction-related and other technical assistance to program administrators, other TDHCA staff, governmental agencies, advocacy/community organizations and the public.

Trains others and works under limited supervision by the OCI/HTF/NSP Director with latitude for initiative and independent judgment.

One year of experience with residential construction techniques required.
SPECIFIC JOB FUNCTIONS

- Apply knowledge of residential construction techniques, home rehabilitation, and construction specifications and cost estimation.
- Apply knowledge of methods for determination of household eligibility, and housing needs of people with disabilities and very low-income households.
- Apply knowledge of contract management, housing policies, and program design and implementation.
- Review construction specifications and inspections to verify that outcomes conform to Department requirements.
- Review specifications and inspections to verify that outcomes conform to applicable codes and guidelines, including the International Code Council, Mechanical and Electrical codes, Americans with Disabilities Act (ADA) and American National Standards Institute (ANSI) Accessibility Guidelines, and others as required.
- Review and evaluate administrator applications to OCI-HTF Division to ensure compliance with certification requirements, laws, regulations, policies and procedures.
- Review and evaluate administrator implementation of contracts/reservation agreements, manage administrator expectations and relationships, and generate correspondence relating to administrator performance. Recommend appropriate corrective actions and/or appropriate modifications to contracts/agreements as needed.
- Review and evaluate applications submitted on behalf of a household to determine compliance with requirements, laws, regulations, policies and procedures.
- Provide technical assistance to administrators on program implementation, which includes drafting and revising notices of funding, program manuals, training materials, program applications, program forms and marketing materials.
- Track administrator performance and generate reports for management, public information requests and legislative inquiries.
- Track long-term program operations to identify and implement improvements to the administration of OCI-HTF programs, and to identify opportunities for new program achievements that are consistent with the program rules.
- Perform technical writing assignments, such as drafting reservation agreement templates and performance statements for Legal Division review or board action items for executive review.
- Assist in the continuous improvement of the division database or other software to track funding data and generate reports; collect, organize and analyze data required for planning exercises, intra-agency data requests, and preparation of progress reports.
- Work with other department staff to research trends, resolve technical problems, contribute to desk and on-site reviews and prepare reports of findings and recommendations.
- Consult and communicate with other departments, agencies, professional groups and civic groups regarding programs.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management
Program and its effect on the OCI-HTF Division, including performing risk assessments of high impact processes and identifying and communicating controls to mitigate unacceptable risks.

- Travel required is up to 30%.
- Perform related work as assigned.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- One year of experience with residential construction techniques required.
- Knowledge of mortgage financing preferred.
- Graduation from an accredited four-year college or university with major course work in regional planning, urban development, public administration, accounting, finance, economics, business or other related field.
- Three years of related experience in affordable housing or related field preferred.
- Experience or education may be substituted for one another on a year for year basis.

**OTHER FACTORS**

**Knowledge, Skills, and Abilities:**

- Knowledge of residential building, electrical, plumbing, mechanical and inspection health and safety rules, regulations, codes and ordinances.
- Knowledge of single-family housing construction techniques and guidelines, including housing rehabilitation and new construction.
- Knowledge of housing issues associated with people with disabilities and very low-income households. Knowledge of affordable housing programs, regulations and program design.
- Knowledge of principles and practices of public administration related to affordable housing development.
- Must have experience in gathering, assembling, analyzing data electronically and ability to draft well-written, concise reports and professional correspondence.
- Must establish and maintain working relationships with supervisors, co-workers and the public and represent the Department with professionalism.
- Must have extensive facility with personal computers and applications such as Word, Excel and Access.

**Physical Requirements:**

- Ability to lift up to 25 pounds.
- Ability to sit, walk and stand for long periods of time.

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must attend work regularly and adhere to approved work. Must be willing
to work overtime if necessary which may include nights and weekends.

TO APPLY

To apply for an opening at TDHCA, complete the State of Texas Application for Employment via the secure site www.WorkInTexas.com. Only authorized employees and hiring authorities have access to the information submitted.

The State of Texas Application for Employment and other qualifying documentation must be submitted electronically no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled", submit applications as soon as possible.

Please include all information requested in your application (e.g., education, experience, previous compensation, reasons for leaving, etc.). Do not leave any field blank. Applications may be rejected if incomplete. Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

• Official transcripts or other minimum requirement validations will be requested of final applicants.
• A signed application will be required prior to employment.
• Criminal history checks are conducted before an offer of employment is extended.
• Only applicants who are interviewed will receive written notification of posting results.

The Texas Department of Housing and Community Affairs recognizes, honors and enforces the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourages opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

For Military Crosswalk information, please visit:
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.