



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing & Community Development Representative II
- **Salary:** \$5,406.00 – 6,771.00 per month
- **Final Filing Date:** 03/26/21
- **Work Type/Schedule:** Permanent Fulltime

Description:

Under the general direction of the Staff Services Manager (SSM) I, the Housing and Community Development Representative (HCDR) II is responsible for independently planning and implementing Division of Financial Assistance (DFA) programs, preparing program guidelines, Notice of Funding Availability (NOFA) and Applications, evaluating program effectiveness, reporting, and policy research. Functions include the more responsible, varied, and technically difficult, developmental, or analytical assignments. Up to 15% overnight travel throughout the state may be required.

Desirable Qualifications:

- Real Estate background/Political Science background
- Possession of excellent analytical and communication skills.
- Ability to deal effectively with governmental agencies and private sector organizations.
- Ability to effectively formulate and interpret State and federal regulations and policies.
- Plan, organize, and coordinate or supervise the implementation of policies and programs.
- Knowledge of the Department's housing programs.
- Proficiency with Microsoft Office.
- Ability to work independently or as part of a team.

Please click [CalCareers](#) to apply.