



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Working Title:** Program Representative
- **Classification:** Housing and Community Development Representative II
- **Salary:** \$5,406.00 - \$6,771.00 per month
- **Final Filing Date:** 04/18/21
- **Work Type/Schedule:** Permanent – Full time
- **Location:** Sacramento County

Description:

Under the general direction of the Staff Services Manager I, of the Program Design and Implementation (PDI) Unit of the Division of Financial Assistance (DFA), the Housing and Community Development Representative (HCDR) II will work on program design and implementation of state funded housing programs within the priority policy area of access to opportunity, climate change or homelessness. The HCDR II is responsible for independently planning and implementing DFA programs including the drafting program guidelines, preparing complex NOFAs and applications, along with the varied day-to-day activities associated with technical assistance, application review, scoring, underwriting, award of funds, and preparation of the Standard Agreement.

The PDI Unit is primarily responsible for the design and implementation of state-funded affordable housing programs including the development of program guidelines detailing the use and requirements of state funding programs, issuance of Notices of Funding Availability (NOFA), application review and funding recommendations.

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

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