



Special Needs Housing Programs Specialist

Salary Range: \$36,814 - \$65,828

Salary commensurate with experience and qualifications.

This position will administer and implement monitoring for Federal and State Special Needs Housing grants. Provide direct training and technical assistance to grant sub-recipients regarding affordable housing and supportive services for special needs populations. Management of housing contracts that will produce and provide units of affordable housing for special needs clients. Preparation of project budgets, statistical and financial reports, desk and field monitoring reports on all project activities, develop of corrective action plans and assurance of compliance with federal and state contract and program requirements. This position will act as the Fair Housing Contact, responding to Fair Housing questions, scheduling trainings, distributing surveys. This position will be responsible for making recommendations regarding awarding of Federal and State funds for affordable housing programs; technical assistance to recipients on funding and program requirements; accurate reports and project monitoring; written reports and correspondence; preparation of multiple budgets and on-going budget monitoring; maintenance of Housing Development System for grant management for HUD programs.

Highest qualified candidates will have experience in/or knowledge of Special Needs Housing, including development, operating, financing and governmental assistance, with its program regulations and policy and knowledge of the Fair Housing Act, HOPWA Program, PSH Housing, and Rapid Rehousing Programs. Candidates must have knowledge of local, governmental and non-profit decision-making process, budget preparation and administration.

For a detailed job announcement and instructions to apply for this position, please visit www.azhousing.gov.