



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing & Community Development Specialist II
- **Working Title:** Senior Federal Programs Specialist
- **Salary:** \$6,496.00- \$8,131.00 per month
- **Final Filing Date:** 07/31/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

### **Description:**

Under the administrative direction of the Staff Services Manager III, Federal Community Development Branch Chief, of the Division of Federal Financial Assistance (DFFA), the Housing and Community Development Specialist (HCDS) II is independently responsible for conducting sensitive, high-level, complex research, including collection and analysis of programmatic and housing data, as well as development of program plans, materials, regulations and policy recommendations for federally funded programs. Serves as a subject matter expert in one or more critical and sensitive U.S. Housing and Urban Development programs including the National Housing Trust Fund (NHTF), and HOME Investment Partnership Program (HOME) with a focus the most complex underwriting and loan closing issues during all phases of Multi-Family Housing (MFH) development. These phases include initial application analysis, underwriting, change approval, construction and permanent loan/grant closings, disbursement, and final project closeout.

The Federal Community Development Branch is primarily responsible for the design and implementation of federally-funded housing and community development programs including the development of program policies and procedures detailing the use and requirements of federal funding programs, funding recommendations, and fund disbursement and monitoring.

### **Desirable Qualifications:**

- Knowledge and experience with Multi-Family Housing (MFH) development and finance.
- Knowledge and experience with loan closings for MFH projects.
- Knowledge and experience with Permanent Supportive Housing.
- Knowledge of federal and state tax credits.
- Knowledge of real estate laws and property valuation.
- Knowledge of and experience with Multi-Family Housing (MFH) project development and finance utilizing HUD or other state and federal funding.

- Ability to effectively formulate and interpret federal and state regulations, guidelines and policies.
- Demonstrated experience with MFH project underwriting and closing.
- Demonstrated ability to clearly communicate on complex issues in simple terms that are easily understood by the audience.
- Ability to manage programs and staff and to monitor performance against expectations and hold staff accountable for accurate and timely work products.
- Ability to encourage internal and external partnerships and collaborations for organizational improvements; provides access to opportunities and resources to support staff efforts.

Please click [HERE](#) to apply.