



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing & Community Development Specialist I
- **Working Title:** Federal Programs Specialist
- **Salary:** \$5,913.00 - \$7,402.00 per month
- **Final Filing Date:** 07/28/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Description:

Under the general direction of the Section Chief (Manager II) in the Federal Programs Branch of the Division of Financial Assistance (DFA), the Housing and Community Development Specialist I, is responsible for conducting high-level complex research, collection and analysis of programmatic and housing data and development of program policy recommendations, regulations, and program guidelines for federally funded Home Investment Partnership Program (HOME) and National Housing Trust Fund (NHTF) programs.

The Federal Programs Branch is primarily responsible for the design and implementation of federally funded affordable housing programs including the development of program guidelines detailing the use and requirements of federal funding programs, issuance of Notices of Funding Availability, application review, funding recommendations, fund disbursement and monitoring. Up to 20% overnight travel throughout the state may be required.

Desirable Qualifications:

- Highly motivated, team player
- Excellent organizational skills
- Project evaluation, underwriting and analysis skills
- Excellent communication (written and verbal) skills
- Practical experience in the development of affordable multi-family rental housing and single-family housing, using federal HOME funds as a funding source
- Practical experience with grant management of HOME programs offering First Time Homebuyer down payment assistance or owner-occupied rehabilitation activities
- Strong software skills to perform ADA remediation of excel, word and PDF documents
- Ability to adapt to competing priorities

Please click [HERE](#) to apply.