



## **Special Needs Housing Programs Specialist**

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

Salary commensurate with experience and qualifications.

Under the direct supervision of the Special Needs Housing Programs Administrator, this position will be responsible for the day to day oversight of a number of state and/or federal funding contracts for programs emphasizing housing assistance to special needs populations, including: Housing Assistance for Persons with AIDS (HOPWA), Supportive Housing Programs operated in accordance with the HEARTH Act requirements and the HUD Continuum of Care program regulations and State Housing Trust Fund projects related to homeless shelter operations. This position will be responsible for working closely with program sub-grantees (contractors) to help them meet state and federal requirements. Routine oversight duties include drafting and reviewing all contracts, legal documents and processing requests for payment for projects under contract; reviewing correspondence, monitoring documents and close out documentation. This position will provide on-going information and technical assistance to participating entities on the use of funding as well as other technical aspects of securing funding from and complying with program requirements and may require extensive travel statewide in order to monitor, attend meetings, workshops, and other opportunities to provide technical assistance to contractors. Other duties will include assistance to the Special Needs Programs Administrator in compiling reports, preparing presentations and assisting with the implementation of the Homeless Management and Information System and managing the Balance of State Continuum of Care. Other duties as assigned.

Highest qualified candidates will have knowledge of the state and federal funding sources administered by the division including the State Housing Trust Fund, Housing Assistance for Persons with AIDS (HOPWA), Supportive Housing Programs operated in accordance with the HEARTH Act and HUD Continuum of Care regulations and other public financing tools, including federal overlay statutes that must be instituted when utilizing federal resources.

For a detailed job announcement and instructions to apply for this position, please visit [www.azhousing.gov](http://www.azhousing.gov).