



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Telework Option: HOME-ARP Program Representative
- **Salary:** **\$5,652.00 - \$7,079.00 per month**
- **Will Consider:** Housing and Community Development Representative I
\$3,800.00 - \$5885.00 per month
- **Final Filing Date:** 12/17/21
- **Work Type/Schedule:** Limited Term, Full time
- **Location:** Sacramento County

Description:

This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.

Under the general direction of the HOME American Rescue Plan (HOME-ARP) Staff Services Manager I, in the Division of Federal Financial Assistance (DFFA), the Housing and Community Development Representative (HCDR) II will work on program design, implementation and the loan closing of the federally-funded HOME-ARP Program.

DFFA 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 (NOFA), application review, underwriting, funding recommendations, loan closings, fund disbursement, project closeout, and monitoring.

Desirable Qualifications:

- Strong analytical, communication, and organizational skills.
- Practical experience collaborating with employees from different branches or divisions of a large organization, to solve complex issues across organizational units.
- Knowledge and experience with monitoring and compliance of federal financial awards.
- Experience writing program documents including policies, procedures, program applications and/or reports.
- Knowledge of and/or experience with reviewing projects for compliance with federal requirements.
- Experience using standard office software for communication, document processing, data analysis and presenting information and recommendations effectively.
- Ability to work independently and as part of a team.
- Skill with Microsoft Office software (Word, Excel, Outlook, PowerPoint).

Please click [here](#) to apply.