



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Program Support Representative
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 11/24/21
- **Work Type/Schedule:** Permanent Full time
- **Location:** Sacramento County

Description:

Under general direction of the –Program Support Unit Manager (Manager I) of the Operational Support Branch (OSB) of the Division of State Financial Assistance (DSFA), the Housing and Community Development Representative II, independently performs a wide variety analytical programmatic support involving for the operation of the OSB of the DSFA.

The Program Support Unit is primarily responsible for the administrative support of state and bond-funded affordable housing programs including the development and processing of funding recommendations, awarding documents, funding transactions, contract preparation, and ensuring public noticing or any statutory requirements are met.

Desirable Qualifications:

- Strong experience with Microsoft Office—Specifically, Word, Excel, PowerPoint and Planner. Additionally, competence and/or experience with State database systems (such as CAPES), running queries, and developing reports.
- Strong analytical, communication and organizational skills.
- Ability to work independently or as part of a team, and follow-through on assigned tasks.
- Ability to work cooperatively with other teams or entities to achieve desired results.
- Excellent interpersonal, analytical, communication, organizational and workload management skills. Including, demonstrated customer service skills, experience working with internal/external stakeholders, and the ability to effectively deal with governmental agencies and private sector organizations.
- Experience using standard office software for communication, document processing, data analysis and presenting information effectively.
- Experience in state program policy development, processes, and procedures. And ability to interpret and implement policies, procedures, Government codes and regulations.
- Public speaking skills and experience in producing training materials and conducting training.

- Knowledge of affordable housing programs, general housing trends, and basic finance principles.
- Experience with various recordkeeping processes.
- Experience with development of program procedures, policies, charts/graphs, and providing group or individual instruction/technical assistance/mentoring.
- Ability to effectively function in a fast-paced, changing priorities environment, and maintain focus.
- Ability to travel.

Please click [here](#) to apply.