



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Representative – Telework Option
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 01/14/22
- **Work Type/Schedule:** Permanent 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 Staff Services Manager I of the Asset Management & Compliance Branch - Project Fiscal Section, the incumbent is independently responsible for the most complex day-to-day activities associated with overseeing the financial and programmatic operations of rental housing developments financed under a variety of the Department's rental programs. Up to 15% overnight travel throughout the state may be required.

Desirable Qualifications:

- Strong analytical, communication, and organizational skills
- Ability to work effectively with governmental agencies and private sector organizations
- Ability to work independently or as part of a team
- A high degree of independence of action
- Experience in Real Estate, Property Management, and/or Accounting
- Experience analyzing Operating Budgets and Audits for Multifamily Housing Properties
- Knowledge and experience using Word, Excel, Power Point and other Databases

Please click [here](#) to apply.