



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** NHTF Representative – Telework Option
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** Until Filled
- **Work Type/Schedule:** 12-month 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 Staff Services Manager I (Manager I) of the Federal Programs Branch (FED) of the Division of Financial Assistance (DFA) the Housing and Community Development Representative (HCDR) II will work on program design and implementation of federally funded housing and community development programs including the National Housing Trust Fund (NHTF) program,

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 state funding programs, issuance of Notices of Funding Availability (NOFA), application review, funding recommendations, fund disbursement and monitoring.

Limited term position, 12 months, may be extended or become permanent.

Desirable Qualifications:

- Ability to effectively interpret and implement policies, procedures and Federal and State codes, statutes, and regulations to ensure programmatic outcomes that support the Department's mission.
- Experience analyzing and interpreting federal, state, and local regulations and guidelines, and their application to program requirements.
- Experience with monitoring grant/loan programs for compliance and monitoring funding disbursements.
- Practical experience with affordable and/or multifamily housing underwriting and loan closing practices and procedures, including documents involved in real property transactions.

- Practical experience collaborating and networking with employees at all levels within an agency to solve complex issues across organizational units.
- Experience using standard office software such as Microsoft Office (Word, Excel, Outlook, PowerPoint) for communication, document processing, data analysis and presenting information and recommendations effectively.
- Experience working independently and as part of a team.
- Strong and positive customer service skills, and experience clearly communicating with small and large groups, and efficient organizational skills.

Please click [here](#) to apply.