



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Telework Option – Grant Management Representative
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 05/20/2022
- **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 (Manager I) of the State Grant Management (SGM) Section of the Division of Financial State Assistance (DSFA), the Housing and Community Development Representative (HCDR) II is responsible for all phases of administering the Department of Housing and Community Development's (HCD) complex grant agreements in compliance with state requirements. Staff will independently perform all actions associated with grant management, including file maintenance, program database input, monitoring activities, record keeping and reconciliations with accuracy.

The SGM Section is primarily responsible for the fiscal and contract management of state funded grant programs including monitoring and clearing of standard agreement conditions, processing of fund disbursement requests, monitoring of grantee reporting requirements, maintaining contract files and providing technical assistance to grantees to ensure programmatic and statutory requirements and timelines are met.

### **Desirable Qualifications:**

- Strong analytical, research, communication, account management and organizational skills.
- Strong customer service and conflict resolution skills.
- Knowledge of general housing trends and basic finance principles.
- Knowledge and practical experience with affordable housing underwriting and loan closing practices and procedures, including documents involved in real property transactions.
- Ability to effectively deal with governmental agencies and private sector organizations.
- Practical knowledge of lending principles and financial statements.
- Public speaking skills and experience in conducting training seminars.
- Proficiency with Microsoft Office (Word, Excel, Access).

- Willingness to travel to awardee locations throughout the state.

Please click [here](#) to apply.