



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Telework Option: Federal Program Representative
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 06/6/2022
- **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 of the Federal Programs Branch (FED) of the Division of Financial Assistance (DFFA), the Housing and Community Development Representative (HCDR) II will work on program design and implementation of federally funded housing and community development programs including Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs.

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.

This is a bilingual position.

Desirable Qualifications:

- Bilingual - Spanish is required
- Experience with Grant and/or loan origination and implementation management
- Knowledge of and practical experience with Loan/Grant underwriting and closing practices and procedures
- Public speaking/Training experience
- Customer service, pipeline management and conflict resolution experience
- Experience gathering analytical data
- Thrives in a team environment

Please click [here](#) to apply.