



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Telework Option: Occupancy / Site Visit Representative
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Will Consider:** Housing and Community Development Representative I
- **Salary:** \$3,800 - \$5,885.00 per month
- **Final Filing Date:** 06/13/2022
- **Work Type/Schedule:** Permanent - Full time
- **Location:** Sacramento County

Description:

This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California.

Under general direction of the Housing and Community Development Manager I and/or Staff Services Manager I, the incumbent independently performs the more varied and technically difficult, developmental, or analytical assignments. The incumbent is responsible for day-to-day asset management activities for various rental housing programs and/or owner loan programs as well as collecting and evaluating information relating to the condition and occupancy of properties receiving financial assistance from Department programs.

Desirable Qualifications:

- Ability to work effectively with governmental agencies and private sector Ability to multitask and prioritize work in a fast-paced environment
- Possess excellent analytical, verbal, and written communication skills
- Ability to effectively research, interpret, and implement policy, procedures, statute, and regulations
- Ability and willingness to travel throughout the state
- Proficient in Microsoft programs, word, excel, outlook, and teams
- Experience with the use of virtual online meetings and presentations
- Property Management and/or Real Estate experience
- Knowledge and experience in affordable housing programs
- Knowledge of property management financial statements, audits
- Knowledge of pre and post loan closing documents
- Ability to work independently and as part of a team

Please click [here](#) to apply.