

HOUSING PROGRAM COORDINATOR – HOME AND NATIONAL HOUSING TRUST FUND

APPLICATION DEADLINE IS FRIDAY, MAY 20, 2016 AT 11:59PM

Division: Community Programs
Reports to: Housing Program Manager
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 32
Monthly Salary Range Minimum: \$3,533
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Administers and monitors the programs of the federal HOME Investment Partnership (HOME) Program and the National Housing Trust Fund (NHTF) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Implements, administers, and monitors assigned programs, including program design, application review, funding recommendations, contract issuance, payment review, and grant closeout.
- Reviews and scores applications, assists in preparation of related contracts and contract attachments, reviews payment requests for compliance, and processes grantee pay requests.
- Reviews assigned program applications and pay requests for compliance; authorizes payments.
- Assists in policy interpretation and implementation.
- Provides technical assistance to grantees, non-profits, and banks.
- Reviews organizations for qualification as a Community Housing Development Organization (CHDO) and provides technical assistance to entities seeking CHDO status.
- Conducts monitoring visits and prepares monitoring reports.
- Assists in the development of program manuals, program descriptions, and policies.
- Analyzes and reviews state statutory and regulatory policies as they relate to assigned programs.
- Prepares required reports for submission to the U.S. Department of Housing and Urban Development or other entities as assigned.
- Enters data into and generates reports from federal and state mandated tracking systems.
- Recommends policy clarifications and revisions to Director, Assistant Director, or Program Manager.
- Researches specific policy issues as requested by the Director, Assistant Director, or Program Manager.
- Participates in Division workshops, including making presentations on relevant topic areas.
- Assists in the training of new staff and partner agency personnel.
- Works collaboratively within and across Divisions to support implementation of assigned programs and other Division programs.

MINIMUM QUALIFICATIONS

Housing Program Coordinator - HOME

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5/3/2016 by Annette Rader

The requirements listed below are representative of the knowledge, skills, and/or abilities required

Education and Experience:

- High School diploma or GED and post-high school certification; Bachelor degree preferred.
- One year of experience in housing development, housing policy, and/or grants management.
- Experience working in a federal, state, or local housing or social service program, including grant administration, housing development/rehabilitation, property management, policy development, real estate, city and regional planning, or other related housing field.
- Experience in the administration of the Federal HOME Investment Partnership Program preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of federal or state housing finance programs is preferred.
- Experience with accurate entry of data into the federal Integrated Disbursement and Information System or the ability to learn this process quickly.
- Skills in grant administration is preferred.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to build and maintain positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with agency staff and the public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Maintains credibility through sincerity, honesty, and discretion.
- Computer literate: proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION