



CD Associate Director

Program Administrative Manager III

POSITION #00050

LOCATION:DHCD, 600 E MAIN ST. STE 300, RICHMOND, VA 23219

HIRING RANGE: Negotiable to \$90,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a strong experienced leader to oversee and manage the day to day implementation of the Community Development Block Grant Program (CDBG); Neighborhood Stabilization Program (NSP); and the Indoor Plumbing Rehabilitation Program (IPR). This position is responsible for the development of innovative efforts to help enhance partners' capacity to effectively use the resources these programs provide. The position will also serve as primary contract negotiator for federal grants/loans; oversight of contract management and technical assistance provisions and management of a professional staff for effective implementation of programs, expenditures and programmatic resources targeted to several community development programs. Creativity and collaboration are key attributes for success in this position.

QUALIFICATIONS GUIDE:

Considerable knowledge of federal, state and/or local government. Extensive knowledge of community development programs, processes and techniques. Knowledge of CDBG and other federal programs desired. Demonstrated ability to effectively manage fiscal and human resources; to plan, direct and supervise the work of others; to write and evaluate grant applications; to read, interpret and apply state and federal laws, guidelines, regulations and policies; to manage multiple and diverse program requirements and meet a variety of deadlines and demonstrate strong written and oral communication skills. Considerable experience in community economic development, revitalization, redevelopment and technical assistance. Local or state government experience desirable. Significant experience in supervising staff and managing programs and resources. Experience in managing budgets and fiscal resources. Prefer advanced degree in urban & regional planning, public administration, public policy, planning, business administration, or related field. Significant travel required throughout the Commonwealth. Valid driver license required. A background investigation will be conducted.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM

<https://jobs.agencies.virginia.gov> .

POSITION OPEN UNTIL FILLED.

For additional information please contact our Human Resource Office, at 804.371.7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.