

Program Administrator

Title: Program Administrator

State Role Title: Program Administration Specialist II

Hiring Range: \$60k - \$70k

Pay Band: 5

Agency: Dept of Housing & Community Development

Location: Main Street Centre

Agency Website: dhcd.virginia.gov

Recruitment Type: General Public - G

Job Duties

Are you looking for an opportunity to be a part of a dynamic team providing weatherization assistance across Virginia – If so, this position is for you!

DHCD is seeking to hire two (2) highly motivated individuals for the position of Program Administrator for DHCD's Division of Community Development and Housing. The Division of Community Development and Housing provides a policy framework and program design for a range of housing development, preservation, and service programs. These programs provide targeted assistance to communities and populations across the Commonwealth with a particular focus on meeting the housing needs of distressed areas, special needs populations and lower income citizens.

The selected individuals will administer, implement, and report on activities of the Virginia Weatherization Assistance Program through accurate interpretation of all applicable state and federal regulations associated with the funding sources. Duties include implementing operational procedures, coordinating service delivery, promoting program goals and objects, reporting data, and providing technical assistance and training inside and outside the agency to maximize effective delivery of weatherization measures and ensure accurate and timely data collection and reporting. The selected individuals will coordinate with other federal and state agencies including the U.S. Department of Energy, Virginia Department of Energy, Virginia Department of Social Services, and the various local organizations to effectively deliver assistance program to communities and local program recipients.

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable, and prosperous communities to live, work and do business in Virginia.

Minimum Qualifications

- General knowledge in grants administration, programs and/or project management
- Experience with program compliance and monitoring.
- Experience in the analysis of data and reports.
- Excellent communication skills in writing and public speaking, including developing and leading training or technical assistance in person or via webinar/video meeting.
- Demonstrated ability to read, interpret and apply state and federal laws, guidelines, and regulations.
- Experience and proficiency in Microsoft office (including Word, Excel, PowerPoint, Outlook)

Additional Considerations

- Experience in managing multiple programs, priorities, and fiscal resources.
- Experience in implementing programs targeted to affordable housing and/or energy conservation.
- Experience in grants management and compliance monitoring.

Special Instructions

The appointment is to a restricted position which is funded by federal funds. The availability of funding is scheduled for review on an annual basis. Continued employment is contingent on the continued availability of grant and non-general funds.

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

DHCD only accepts online applications. Faxed, emailed, and mailed applications will not be accepted for consideration. For consideration, a completed application or an application with an attached completed resume must be received online by 11:55pm on the "Job Close Date". Employment is contingent upon satisfactory results of a state and federal criminal history background check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions.

Equal Opportunity Employer: It is the policy of the Commonwealth and DHCD that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.

State agencies must provide reasonable accommodation to applicants with

disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If accommodations are needed with the application and/or interview process, please contact the Human Resources Office at recruitment1@dhcd.virginia.gov.

Contact Information

Name: Human Resources

Phone: hr@dhcd.virginia.gov

Email: hr@dhcd.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways](#) for Individuals with Disabilities, or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Please apply at:

<https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=511682&SourceTypeID=796&sLanguage=en-us>