

**Title:** Housing Program Administrator

**State Role Title:** Program Admin Specialist II

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

**Pay Band:** 5

**Agency:** Dept of Housing & Community Development

**Location:** Main Street Centre

**Agency Website:** [dhcd.virginia.gov](http://dhcd.virginia.gov)

**Recruitment Type:** General Public - G

### **Job Duties**

Are you looking for an opportunity to be part of a dynamic team who strives to maintain the vibrancy of communities throughout the Commonwealth? – If so, this is the position for you! The Virginia Department of Housing and Community Development (DHCD) seeks a knowledgeable and driven individual to serve in the role of Housing Program Administrator in the Division of Housing and Community Development.

The Housing Program Administrator is primarily responsible for meeting the Federal and State compliance requirements of grants to administer, implement, and monitor the Virginia Weatherization Assistance Program (WAP) through the accurate interpretation of all applicable state and federal regulations associated with funding sources including the U.S. Department of Energy (DOE), the U.S. Department of Health and Human Services (HHS) and the Virginia Department of Social Services (DSS). The WAP provides funds to install measures that reduce residential heating and cooling costs for low-income families and enhance the health and safety of Virginia residents. The incumbent will provide regular reports regarding the production, demographic totals and expenditure totals used for weatherization and construction programs.

The position will be responsible for the recommendation of policies and procedures, coordination of service delivery, promotion of program goals and objectives, provision of administration and assistance to weatherization network agencies. Assistance will be provided in developing clear, concise, and accurate program policies, procedures, manuals, forms, and trainings in addition to presenting findings to stakeholders. Other duties include supporting programmatic reports, payment processing review,

customer service, grant expenditure reconciliation, and technical assistance in the processing of invoices, fund transfers and payments. The selected individual must be able to engage in periodic overnight travel and a valid Virginia driver's license is required.

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

- Knowledge of business administration financial practices including payment processing, expense reporting, and financial account reconciliation.
- Strong analytical skills such as data and information analysis, problem solving, critical thinking, researching, etc. and be able to work in a fast-paced environment.
- Experience in program compliance /monitoring and reporting or equivalent work experience in a professional environment.
- Considerable experience with financial record keeping and/or bookkeeping or equivalent work experience in a professional office environment.
- Demonstrated ability to effectively communicate orally and in writing while building impactful working relationships with diverse populations, team members and stakeholders.
- Demonstrated ability to read and interpret specific program regulations and apply them to understand program requirements regarding grant financial administration to successfully monitor grantee initiatives.
- Work experience and proficiency in Microsoft Office suite (including Word, Excel, PowerPoint, Outlook) to create reports, draft documents and create presentations. Considerable experience using spreadsheets and database programs is required.

### Additional Considerations

- Knowledge of grant administration.
- Experience in administering multiple programs, priorities, and fiscal resources.
- Experience administering state and/or federal housing and programs.
- Experience in administering and tracking payments with state and federal grants.
- Experience in housing rehabilitation and/or residential energy conservation programs.

Please apply at:

<https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=5019140&SourceTypeID=796&sLanguage=en-us>