



Title: Housing and Program Admin Manager

State Role Title: Program Administration Manager II

Hiring Range: 81K-87,500K

Pay Band:5

Agency: VA Dept of Housing & Community Development

Location: Richmond, VA

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

Recruitment Type: General Public

Job Duties:

Join Our Team at the Virginia Department of Housing and Community Development!

Citizens throughout the Commonwealth of Virginia deserve decent, safe, sanitary, energy-efficient, and affordable housing resources. DHCD, in support of the Housing Program Admin Manager, utilizes investments of federal and state resources assigned to assist with housing projects.

As the Housing and Program Admin Manager you will have a crucial role in implementing federally funded U.S. Dept. of Energy weatherization funding and LIHEAP, along with other state-funded affordable housing initiatives, in accordance with regulations and policies, to maximize benefits for the citizens of the Commonwealth. You will also be responsible for independently and effectively managing human and fiscal resources to ensure successful outcomes for assigned programs and initiatives and supervising staff.

A day in the life of a Housing and Program Admin Manager will consist of the following:

- Providing daily supervision to staff by delegating responsibilities, coaching and developing, assessing performance and providing feedback, maintaining schedules to accomplish business operations, and maintaining a inclusive work environment.
- Providing daily supervision of program activities of DHCD's housing programs through accurate fiscal and administrative management of grant-funded programs.
- Providing technical assistance and training to weatherization providers to enhance program understanding and organizational capacity of providers.

- Providing policy support through research, gathering program information, and making recommendations for necessary program modifications and/or improvements.
- Accurate report writing, and interpretation/application of all relevant federal, regulations and requirements of the U.S. Department of Energy, U.S. Department of Health and Human Services, DHCD, and Commonwealth policies, procedures, and guidelines.
- Performing administrative task such as: Generating detailed reports, documenting the results of site visits and file reviews, or other data as needed.

#DHCD_LeadingCommunities

(DHCD) partners with state, federal, local, and nonprofit housing and community and economic development initiatives. DHCD invests over \$350 million annually in addition to \$2 billion in federal recovery programs as a partner to Virginia communities to create safe, affordable, and prosperous communities to live, work, and do business in Virginia.

Follow DHCD on Twitter (X), Facebook, LinkedIn, YouTube, and Instagram!

Commonwealth of Virginia benefits/incentives include:

Public Student Loan Forgiveness (PSLF)

Tuition Reimbursement

Dental/Medical/Vision plans

Sick, Family/Personal, Annual, Military, and Community Service Leave

Employee Assistance Programs (EAP)

Disability Plans (Short and Long Term)

Retirement and Savings plans

Life and Long-Term Care Insurance

Telework Eligible

Commonwealth of VA Employees ONLY discounts

Must be able to engage in overnight travel.

Minimum Qualifications:

Experience using spreadsheets and database programs is required.

A valid Virginia driver's license is required.

Considerable knowledge of federal and state grant programs.

Knowledge of program management methods as they relate to developing policies, procedures, and project implementation.

Demonstrated ability to effectively manage multiple priorities.

Skilled in leading work groups and task teams.

Strong analytical skills such as data and information analysis, problem-solving, critical thinking, researching, etc.

Excellent interpersonal, oral, and written communication skills.

Experience supervising staff and managing performance and/or leading a project team in a management-level capacity.

Program management and project implementation experience in state and/or federal programs is required.

Considerable experience in conducting and providing on-site technical assistance, training workshops, making stakeholder presentations, and effectively communicating to facilitate group discussions with diverse populations, team members, and stakeholders.

Work experience and proficiency in Microsoft Office suite (including Word, Excel, PowerPoint, and Outlook) to create reports, draft documents and create presentations.

Additional Considerations:

Knowledge of housing grant programs is preferred.

Extensive knowledge and understanding of regulations governing energy efficiency and housing rehabilitation programs are preferred. (examples include but are not limited to, Utility Energy Efficiency Programs, the U.S. Department of Energy's Weatherization Assistance Program, U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program, the Virginia Department of Social Services Low-Income Home Energy Assistance Program, or the Weatherization Deferral Program).

Experience managing federal/state housing programs

Link: <https://www.jobs.virginia.gov/jobs/housing-and-program-admin-manager-richmond-virginia-united-states>