



Department of Housing and Community Development

October 13, 2011

NOTIFICATION OF VACANCY

**CD PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00049

LOCATION:

**DHCD
600 EAST MAIN ST; STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$44,000 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development has an exciting opportunity in the Office of Community Revitalization (OCR) for a high energy, detail oriented individual to assist in the implementation of the VA Enterprise Zone (EZ) Program. The program is a well recognized community economic development tool in the Commonwealth that stimulates private investment and job creation in distressed localities. This position's essential functions consist of providing technical assistance and training to local governments resulting in maximizing the effectiveness of the enterprise zone designations; assist businesses, private investors, CPAs, and other clients with incentive qualification process; review and process incentive applications; compile incentive information, produce reports and conduct research for OCR programs.

QUALIFICATIONS GUIDE:

Considerable knowledge of economic and community development of distressed areas. Demonstrated ability to work with and provide assistance to localities, CPAs, and businesses. Strong interpersonal and problem resolution skills. Strong attention to detail, as well as strong math and analytic skills. Demonstrated ability to independently plan and execute multiple programmatic activities; to develop and recommend program procedures; communicate effectively both orally and in writing and make technical presentations; to organize, manage, and analyze program data and records and evaluate results; to design and conduct training and input workshops; to give attention to details while keeping the broad goals for the program in view; to manage time, prioritize work to meet deadlines, work independently and as part of a team. Strong skills in using Microsoft Office products, especially Excel and PowerPoint. VA EZ Program strongly preferred. GIS capabilities/certification preferred. Knowledge of grant and other economic development incentives helpful. Degree in planning, public administration, business administration, or a related field is preferred or an equivalent combination of training and experience will be considered in lieu of educational requirements. Must be able to work beyond a normal work schedule. Driver license required some infrequent day and overnight travel required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY THURSDAY, OCTOBER 27, 2011, 5:00 p.m. EST.

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.