



Department of Housing and Community Development

October 1, 2010

NOTIFICATION OF VACANCY

**COMMUNITY REPRESENTATIVE/FISCAL ANALYST
(Program Administration Specialist II)**

POSITION #00295

LOCATION:

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

HIRING RANGE:

\$42,000 - \$56,000 Annually

DUTIES AND RESPONSIBILITIES:

If you are interested in a challenging position working in the community development arena across the state of Virginia, this position is for you! The Virginia Department of Housing and Community Development (DHCD) is seeking a highly-motivated Community Representative/Fiscal Analyst within the Project Management Office (PMO) to oversee local government administration of the Community Development Block Grant Program (CDBG), the Indoor Plumbing Rehabilitation Program (IPR), and the Neighborhood Stabilization Program (NSP). The selected self-starter will be the main point of contact for rural local government and non-profit partners to assure that they implement planning and construction projects in a manner which complies with the project contract, and with all applicable state and federal requirements. Provides backup to the PMO Financial Analyst in financial management, financial compliance reviews and training, and in data management. Assists other Community Representatives with financial compliance reviews. Oversees grant and project management by local governments of planning and construction projects including completion of compliance reviews, provision of technical assistance, as well as internal provision of monthly updates and risk analyses. Plans and delivers training events and workshops. This position is based in Richmond.

QUALIFICATIONS GUIDE:

Demonstrated knowledge of government accounting and audit procedures, computerized spreadsheets and federal financial requirements. Demonstrated ability to read, learn, understand, apply and write about laws and regulations on the implementation of Federal and State Funded construction projects. Effectively interact with all individuals associated with planning and implementing projects. Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Manage time strategically, effectively handle multiple priorities. Must be able to travel independently of other agency staff, work independently and as part of a team. Flexibility and a "can-do" attitude are musts. Degree from a recognized four-year college or university in public administration, planning, finance or related field is highly desired. Financial management experience required; experience in one or more of the following strongly preferred: community development, grant management/administration, housing construction/rehabilitation, local government. A valid driver's license will be 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 FRIDAY, OCTOBER 15, 2010, 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.