



**Department of Housing and Community Development**

**May 20, 2010**

**NOTIFICATION OF VACANCY**

**COMMUNITY REPRESENTATIVE  
(Program Administration Specialist II)**

**POSITION #00360**

**LOCATION:**

**DHCD  
600 East Main Street  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$42,000- \$52,000 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 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 potentially other state initiatives. 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. Oversees grant 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 ability to read, learn, understand, apply and write about laws and regulations on the implementation of CDBG, IPR, and other DHCD-funded construction projects. Effectively interact with all individuals associated with planning and implementing projects. Direct experience managing community development grant projects a plus. Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Demonstrated ability to use presentation software, databases, spreadsheets and word processing programs. Manage time strategically, effectively handle multiple priorities. Must be available for statewide overnight travel and travel independently of other agency staff. Must be willing to work in a fast-paced, high-energy environment as part of a team. Flexibility and a "can-do" attitude are musts. Degree from a recognized four-year college or university preferred. Financial management experience required; experience in one or more of the following strongly preferred: community development; grant writing/administration; housing construction/rehabilitation; local government or quasi-governmental entity; economic development. A valid Driver's license will be required. Must be willing to travel.

***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, JUNE 3, 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.***