



**Department of Housing and Community Development**

**September 2, 2011**

**NOTIFICATION OF VACANCY**

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

**POSITION #00215**

**LOCATION:**

**DHCD  
600 E. 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, is seeking a Program Administrator to serve on the Community Revitalization Office Team, which includes Virginia Main Street, Virginia Enterprise Initiative, Enterprise Zones and Virginia Individual Development Account, providing comprehensive community revitalization support to Virginia's downtowns and entrepreneurial communities. The successful candidate will be able to work comfortably with diverse constituencies, discern their needs, develop appropriate levels of assistance, facilitate locally led group decision-making and planning processes, and motivate community members in their efforts to effect change using an asset- and preservation-based revitalization model. Duties: coordinate special community revitalization projects; writing, designing and production of technical briefs; blog posts; annual reports; monthly e-updates; dissemination of best practices; assisting with grant management and trainings; coordinating PR opportunities; and other duties assigned.

**QUALIFICATIONS GUIDE:**

Advanced, thorough and technical understanding of comprehensive community revitalization-related topics, including but not limited to, regional/local economic development initiatives and incentives, downtown revitalization, the National Trust Main Street Center's Four Point Approach®, micro-enterprise practices, non-profit management, and real estate development. Demonstrated ability to effectively manage an independent workload. Considerable experience in making technical presentations and facilitating group discussion and evaluation methods. Experience in organizational development and strategic planning. This position requires excellent 360° communication skills in writing, public speaking and personal communication; research skills; computer skills, particularly with office software, graphics packages and remote training technologies; and superior advance planning abilities. Prior experience in Main Street and Micro-finance development are preferred. Degree and/or training in planning, organizational development, economic development, or related field or an equivalent combination of training and experience preferred. Significant in-state travel is required for the job, and while the position is based out of the Richmond office, a remote structure will be considered. A valid driver license is required. An outcome focus, commitment to excellence and the ability to constantly improve service delivery are expected.

**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, SEPTEMBER 16, 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.***