



Department of Housing and Community Development

NOTIFICATION OF VACANCY

October 14, 2016

**Program Analyst
(Program Administrative Specialist II)**

POSITION #00259

LOCATION:

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

HIRING RANGE:

Negotiable to \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking an experienced and highly motivated individual to serve as a Program Analyst in the Community Development Division. The Program Analyst is responsible for the collection, data entry and maintenance of programmatic and financial data for the Community Development Block Grant Program (CDBG), Virginia Appalachian Regional Commission program (ARC), Neighborhood Stabilization Program (NSP) and the state funded Southwest Water/Wastewater (SW/WW) program, and other community development programs as assigned. Performs data and policy analysis, conduct program evaluation, and prepare required semi-annual and annual reports to be submitted to the U.S. Department of Housing and Urban Development (HUD) and the Virginia Department of Planning and Budget (DPB). Also maintain central records. This position provides technical assistance to DHCD staff on programmatic and financial matters.

QUALIFICATIONS GUIDE:

Comprehensive Knowledge of data collection, database management, data and policy analysis, and programmatic and financial grants management. Knowledge of federal and state regulations governing CDBG, ARC, NSP, SW/WW. Ability to perform data entry and manage federal reporting systems including but not limited to Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting system (DRGR), and Federal Funding Accountability and Transparency Act (FFATA), and ARCnet. Ability to develop solutions and recommendations to ensure compliance with state and federal requirements, Ability to communicate effectively both orally and in writing. Excellent organizational and interpersonal skills. Degree in Urban and Regional Planning, Public Administration, or related field. Knowledge of project or grant management and community development programs helpful.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> . THIS POSITION IS OPEN UNTIL FILLED.

*For additional information, please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni 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*
