

HOUSING PROGRAM COORDINATOR – HOUSING TRUST FUND/CITC/ESG

APPLICATION DEADLINE IS MONDAY, APRIL 11, 2016 AT 11:59PM

Division: Community Programs
Reports to: Housing Program Manager
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: 32
Monthly Salary Range Minimum: \$3,533
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change at any time due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Administers and monitors the programs of the THDA funded Housing Trust Fund (HTF), the state's Community Investment Tax Credit (CITC), and/or the Emergency Solutions Grant (ESG) program, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Implements, administers, and monitors assigned programs, including program design, application review, funding recommendations, contract issuance, payment review, and grant closeout.
- Reviews and scores applications, assists in preparation of related contracts and contract attachments, reviews payment requests for compliance, and processes grantee pay requests.
- Reviews assigned program applications and pay requests for compliance; authorizes payments.
- Assists in policy interpretation and implementation.
- Provides technical assistance to grantees, non-profits, and banks.
- Conducts monitoring visits and prepares monitoring reports.
- Assists in the development of program manuals, program descriptions, and policies.
- Analyzes and reviews state statutory and regulatory policies as they relate to assigned programs.
- Recommends policy clarifications and revisions to Director, Assistant Director, or Program Manager.
- Researches specific policy issues as requested by the Director, Assistant Director, or Program Manager.
- Participates in Division workshops, including making presentations on relevant topic areas.
- Assists in the training of new staff and partner agency personnel.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School diploma or GED and post-high school certification.
- One year of experience in housing development, housing policy, and/or grants management.
- Experience working in a federal, state, or local housing or social service program, including grant administration, housing development/rehabilitation, property management, policy development, real estate, city and regional planning, or other related housing field.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills and Abilities and Competencies:

- Knowledge of federal or state housing finance programs is preferred.
- Skills in grant administration is preferred.
- Strong interpersonal skills.
- Excellent verbal and written communication skills
- Ability to build and maintain positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with agency staff and the public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Maintains credibility through sincerity, honesty, and discretion.
- Computer literate: proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state travel, including overnight travel.
- While performing the duties of this job, the employee is required to sit; stand; use hands to finger, handle or feel, and talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION