



**DEPARTMENT OF HOUSING  
JOB OPPORTUNITY  
HOUSING SPECIALIST 1  
Housing & Community Development Division**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** THE PUBLIC

**Location:** 505 Hudson Street, Hartford

**Job Posting No:** 011560

**Hours:** M – F, 40 HRS/week

**Salary:** (AR 22) \$63,215.00 - \$81,807.00  
*Individuals new to state service start at the minimum*

**Closing Date:** May 8, 2017

**This is a competitive Job Class. This job announcement also serves as the examination and will be used for this vacancy within the Department of Housing. Candidates must possess the GENERAL & SPECIAL EXPERIENCE listed below to qualify.**

**EXAMPLES OF DUTIES:**

Reviews, analyzes and processes financial assistance applications, program plans, budgets, term sheets, contracts, revisions to contracts to ensure accuracy and conformity with statutory and agency requirements; provides funding and other recommendations on financial applications; reviews and processes requests for disbursements, contract modifications and other program and project modifications requested by the financial assistance recipients and makes recommendations; provides technical assistance to staff, state agencies and federal government entities relative to housing related programs including but not limited to moderate rental housing, rental homes for elderly, urban revitalization, tax abatement, relocation, housing site development, housing development corporations, downtown revitalization, incentive housing zones, local programs to facilitate affordable housing development, lead abatement, emergency shelters, transitional living, rapid re-housing, accessibility, homelessness reduction or prevention, fair housing, transit-oriented development and housing code enforcement; assists local agencies and authorities in areas of program planning, design, operations and management; serves as liaison with agency administrative staff, state agencies and federal government entities, property managers, landlords, private consultants, advocates, service providers and attorneys on housing, housing related and community development matters including agency projects and programs; performs inspections, recertifications, reviews and evaluations to determine quality of program operation, conformance with program plan and other contractual requirements and effectiveness and makes recommendations; prepares comprehensive statistical, financial, budget, progress and other reports; maintains and monitors program budgets and completes related paperwork; monitors status of payment requests; may serve on committees, task forces and work groups; may represent the agency in meetings with financial assistance recipients and public fora; performs related duties as required.

**Preferred Skills:** Experience in project management for a developer of residential and/or mixed use properties.

**Knowledge, Skills and Abilities:** Knowledge of local, state, federal governmental and private resources available in the area of housing and community development; knowledge of the challenges and programs related to the expansion of affordable housing, community revitalization and homelessness reduction and prevention; knowledge of social and economic factors related to expansion of affordable housing, community revitalization and homelessness reduction and prevention; considerable oral and written communication skills; interpersonal skills; ability to review, analyze or prepare financial assistance applications from local, state, or federal governmental entities; ability to plan, analyze and evaluate housing programs and projects; ability to utilize computer software.

**General Experience:** Six (6) years of professional experience in the development and coordination of housing programs or projects or financial or technical advisory assistance to local, state, or federal government entities relative to housing or related housing matters.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in housing and community development, housing studies, housing and human environments, urban planning, business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

For State Employees, one (1) year of experience as an Assistant Economic & Community Development Agent, with a concentration in housing and community development, may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
3. Incumbents in this class may be required to speak a foreign language.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**IRENA BAJ WRIGHT, HR SPECIALIST  
450 COLUMBUS BOULEVARD  
SUITE 1404  
HARTFORD, CT 06103  
FAX 860-622-2843  
[IRENA.BAJ-WRIGHT@CT.GOV](mailto:IRENA.BAJ-WRIGHT@CT.GOV)  
(posting #011560 must be in the subject line)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Jamila Goolgar at 860 713 - 5258 or [jamila.goolgar@ct.gov](mailto:jamila.goolgar@ct.gov)