



**DEPARTMENT OF HOUSING
JOB OPPORTUNITY
HOUSING SPECIALIST 2
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: 011546

Hours: M – F, 40 HRS/week

Salary: (AR 25) \$72,786.00 - \$93,813.00
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:

Plans unit workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains unit procedures; provides technical assistance and reviews work of unit staff for consistency and conformity with unit policies; provides staff training; conducts or assists in conducting performance evaluations; makes recommendations on policies or standards; reviews, analyzes and completes complex financial assistance applications, program plans, budgets, term sheets, contracts, and 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 state agencies and federal government entities relative to housing related programs; consults with 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 operations, conformance with program plan and other contractual requirements and effectiveness and makes recommendations; prepares comprehensive financial documents and other reports; maintains and monitors program budgets and completes related paperwork; monitors the status of payment requests; coordinates activities of agency with local, regional, state, and federal governmental entities and private organizations and individuals; meets with officials and others to explain agency programs and policies; may serve on committees, task forces and work groups; may develop new housing, housing related and community development programs; represents the agency in meetings with financial assistance recipients; performs related duties as required.

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

General Experience: Seven (7) 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.

Special Experience: One (1) year of the General Experience must have been at the level of Housing Specialist 1

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.

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
(posting #011546 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