

**DEPARTMENT OF HOUSING**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
**JOB OPPORTUNITY**  
**Community Development Specialist**

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

**Open To:** Candidates on a current examination list for this classification; State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Location:** 505 Hudson Street, Hartford, CT

**Job Posting No:** 011536

**Hours:** 40 hours per week, Monday-Friday

**Salary:** Pay plan AR-26  
\$71,988.00- \$92,585.00 annual  
\$2,758.17- \$3,547.32 bi-weekly

**Closing Date:** March 11, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Community Development Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Proven knowledge of local, state and federal housing, economic and community development programs and resources; demonstrated knowledge of industry practices, markets and location issues; knowledge of local, state and federal laws, regulations and policies pertaining to community development; knowledge of budgetary and financial principles and practices; knowledge of residential and commercial mortgage financing; knowledge of planning principles and practices; considerable skill in planning, organizing and negotiating urban or community development activities; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to establish and maintain effective working relationships; ability to utilize computer software; some supervisory ability.

**Example of Duties:** performs specialized activities or undertakes the most complex projects in promoting and coordinating housing and community development activities and programs; reviews, underwrites and evaluates grant and loan applications and other proposals for conformance with state and federal regulations and published goals and makes appropriate recommendations for funding awards; evaluates applicant financial capacity and reliability; negotiates financial packages with customers relying on municipal, state, federal and private resources and programs; assists in developing program parameters, goals and objectives and public materials with respect to each; assists in evaluating program effectiveness and efficiency and makes appropriate recommendations to senior management; advises municipalities with respect to their development plans; collaborates with in-house counsel and outside counsel to prepare contracts and agreements related to grant and loan activities; performs regular and periodic compliance review of all aspects of state and federal grant and loan management; oversees funding and budgets for program initiatives, including but not limited to processing payment requisitions and requests for budget modifications; attends meetings of state, federal, local and regional organizations in connection with grant and loan administration and related activities; acts as a liaison to state, federal, local and regional organizations in connection with grant and loan administration and operation; and collaborates with other departmental units within the department (e.g., technical services, financial administration, internal audit, legislative liaison, communications, records management, financial review, legal, etc.) to direct processes and workflow associated with state and federally funded programs; consults with in-house counsel as needed to resolve contract issues; gathers and analyzes performance data relative to program area and grant and loan implementation; monitors use of grant and loan funds by beneficiaries, and as necessary, coordinates activities of contractors and beneficiaries and takes appropriate steps to improve effectiveness; provides technical assistance to contractors and beneficiaries; acts as a resource to other departmental units within the department, and other federal, state and local participants as needed; develops mechanisms to improve customer service and program

effectiveness; monitors and assesses program for conformance to reporting requirements, budgetary compliance, performance timetables, and effectiveness; reports on conformance to reporting requirements, budgetary compliance, performance timetables, and effectiveness in state and federal reporting systems; provides information for and/or prepares quarterly, semi-annual and annual reports, as directed or requested, to keep senior management, internal auditor and commissioner informed of the operation and progress of grant and loan activity; may participate in meetings with other governmental entities, quasi-governmental entities, non-profit organizations, for-profit entities, municipalities and housing authorities in connection with existing and new programs, policies, program parameters, goals and objectives; may represent the department at public events; and performs other related duties as required.

**General Experience:** Seven (7) years of professional experience in corporate marketing and business development or business experience including complex residential and/or commercial financing to include leverage financing, strategic planning, financial planning and analysis or project management experience with industrial, environmental, housing or community development projects to include public financing or experience in urban planning and development..

**Special Experience:** One (1) year of the General Experience must have been at the level of Economic and Community Development Agent.

**Substitutions 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 planning, economics, housing, urban development, finance, business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

**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 to:

**IRENA BAJ WRIGHT**  
HUMAN RESOURCES SPECIALIST  
Dept of Administrative Services  
**FAX NUMBER: 860-622-2843**  
**E-MAIL ADDRESS: irena.baj-wright@ct.gov**

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