

DEPARTMENT OF HOUSING
JOB OPPORTUNITY
DURATIONAL ECONOMIC AND COMMUNITY DEVELOPMENT AGENT
TWO (2) VACANCIES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 00000

Hours: 40 hours per week

Salary: \$66,608-\$85,851 (AR-25)

Closing Date: July 2, 2013

Eligibility Requirement: Candidates must have applied for and passed the Economic and Community Development Agent examination and be on the current certification list promulgated by the Department of Administrative Services for the Economic and Community Development Agent classification.

The examination is currently being offered and the closing date is July 2, 2013. Refer to the link below for the exam announcement and application/examination procedures.

[http://das.ct.gov/HRDocs/JobExams/Economic Community Development Agent 2013.pdf](http://das.ct.gov/HRDocs/JobExams/Economic_Community_Development_Agent_2013.pdf)

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer

These positions are TWO YEAR DURATIONAL POSITIONS.

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

Examples of Duties: Promotes and coordinates housing and community development activities in accordance with the federal Community Development Block Grant-Disaster Recovery (CDBG-DR) grant program; establishes and maintains contacts with and provides technical assistance to contractors, grantees and beneficiaries; performs specialized analysis and evaluations for development of standardized data and specific forecasts, performance indicators and preparation of statistical information needed to meet state and federal guidelines; oversees grantees and beneficiaries carrying out housing and community development activities for compliance with federal, state and local requirements; identifies housing and/or community development resources available to grantees and coordinates services; review plans, proposals and applications for conformity with statutory, regulatory and departmental requirements; identifies and assesses customer needs, evaluates financial and programmatic capacity and reliability of grantees; act as liaison between grantees, financial organizations, other units within the agency, and other governmental entities; conducts feasibility reviews; underwrites proposals and makes appropriate recommendations; negotiates financial packages with grantees relying on state, federal, local and private resources and programs; coordinates and tracks proposals through departmental approval process; prepares commitment letters, financial, statistical and administrative reports in compliance with state and federal requirements, terms and conditions; develops, coordinates and conducts workshops, conferences and technical assistance seminars to promote housing and community development activities on a local and/or regional basis; assists communities and grantees in planning and developing housing and community development activities; monitors work performance of consultants; monitors program operations to ensure compliance with state and federal regulations; performs data collection and analysis to support the access to the distribution of grant funds, including but not limited to a review of "best practice", regulatory requirements, and processes to determine potential barriers and identify priorities; collaborates with other department units (e.g. Grant Management, Internal Audit, Finance etc.) to direct processes and workflow; consult with the in house counsel as needed to resolve contracts issues; performs related duties as required.

General Experience: Six (6) years of professional experience in corporate marketing and business development or business experience including 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.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in a related field may be substituted for one (1) additional year of the General Experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business July 2, 2013** to:

**DEPARTMENT OF HOUSING
Human Resources Office
505 Hudson Street
Hartford, CT 06106**

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.