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# JOB ANNOUNCEMENT

<b>Job Title:</b>	<b>Community Revitalization Specialist</b>
<b>Hours of Work:</b>	40 hours per week; Monday-Friday
<b>Salary Range:</b>	\$35,742-\$60,867
<b>Benefits:</b>	Health insurance, retirement, paid annual and sick leave
<b>Other:</b>	Grade 20. This position is not covered by the State Personnel System.
<b>Work location:</b>	Arizona Department of Housing (ADOH) offices, Phoenix, Arizona

## Position Summary & Responsibilities

This position will be responsible for the general day-to-day oversight of approximately 25-75 federal Community Development Block Grant (CDBG) contracts for various community development projects and programs. Contracts are primarily with local governments (towns, cities, counties), though some may be with nonprofit organizations, and regional councils of government. This position will be responsible for assisting with project development, drawing up contract documents, overseeing on-going compliance with all state and federal regulations and program policies, reviewing and providing initial approval of reimbursement requests, monitoring – both through review of written documents, and on-site monitoring and contract close out procedures. This position will provide technical assistance to subrecipient entities as well as initiate collaborative projects with other agencies and funding sources. Duties include frequent statewide travel. Position will report directly to the Community Revitalization Administrator.

## Qualifications

Qualified applicants must possess financial acumen and project management skills. Excellent verbal and written communication skills are essential to the position. This position requires communication with the elected officials, the general public, federal and state agencies, other ADOH employees, and other funds- providers. ADOH prefers two years experience working with federal or state laws and procedures relating to service contracts, to include reviewing reimbursement requests, desk monitoring of information submitted by contractors, and on-site compliance monitoring; and preparation of written materials. Highest qualified candidates will have demonstrated community facilitation and planning skills along with a working knowledge of community development and revitalization. Knowledge of federal regulations connected with funding federal projects such as environmental review processes, relocation, lead based paint issues, and a myriad of federal regulations is highly desirable.

## About the Department

The Arizona Department of Housing (ADOH) is a state agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: CDBG, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for Persons with AIDS (HOPWA), Shelter Plus Care, and the Supportive Housing Program. As well, ADOH oversees the activities of the Arizona Housing Finance Authority and the Arizona Housing Commission.

## This position will remain open until filled

Interested candidates must submit a resume, list of references and letter of interest to: Lori Moreno, HR Administrator, Arizona Department of Housing, 1700 W. Washington, Suite 210, Phoenix, AZ 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.