



Texas Department of Housing & Community Affairs  
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Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## REPOST

<b>Position Name:</b> NSP Program Manager	<b>State Classification:</b> Program Specialist VI / #1575
<b>Job Posting Number:</b> 09-007	<b>Reposting Date:</b> January 8, 2009
<b>Division:</b> Executive / NSP	<b>Application Deadline:</b> Indefinite
<b>Department:</b> Executive / NSP	<b>Date Available:</b> Immediately
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Duration:</b> Temporary / Full Time
<b>Starting Salary:</b> \$6,500/mo. (B15) COMMENSURATE WITH EXPERIENCE AND EDUCATION	<b>Number of Openings:</b> 1

### GENERAL DESCRIPTION

**\*\*\*Applicants who previously applied and /or interviewed do not need to reapply. This position is Temporary Full Time under HB1, Article IX, Section 6.10(g), because the NSP is a one time allocation of supplemental CDBG federal funds; however it is anticipated that because of the federal program design, the position will be funded for approximately four to six years and that this position would be funded until the program ends.** Performs highly advanced (senior-level) consultative services and technical assistance work for the Neighborhood Stabilization Program. Initially reports directly to the Deputy Executive Director for Programs (this may change). Work involves planning, developing, and implementing the Neighborhood Stabilization Program (NSP), a new \$101 million program created through the Housing and Economic Recovery Act that provides for the acquisition of foreclosed properties for rehabilitation and sale. Will provide consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Work involves tracking of multiple program activities and the contract management associated with those activities under the State's NSP Plan. May plan, assign and coordinate the work of others. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### SPECIFIC JOB FUNCTIONS

- Coordinates the development and implementation of state plans or programs; the examination, investigation, and review of records, reports, financial statements, and management practices to ensure legal compliance with internal regulations, state statutes, and federal requirements.
- Coordinates and develops interagency agreements and or/contracts, in collaboration with the Legal Division, for partner agencies and/or subgrantees.
- Coordinates the TDHCA's NSP activities with other state agencies.
- Provides information and works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the NSP.
- Consults with entities and subgrantees involved in the NSP to resolve problems, identify training needs, and discuss program effectiveness.
- Develops procedures for implementation, administration, and evaluation of plans and programs; and measures and reports progress.
- Develops requests for proposals, requests for qualifications and/or applications and oversees the successful completion of the release and applicable award/bid process. Develops application materials, workshops and trainings.
- Manages multiple technical contracts relating to NSP program delivery. Ensures contract compliance and expeditious expenditure of funds by contractors.
- Prepares technical material and other technical assistance delivery methods for subgrantees.
- Advises agency officials on planning problems and technical phases of comprehensive planning projects.
- Develops and completes tools for evaluation and performance measurement; provides regular reports on program status.
- Serves as liaison with federal, state, and local agencies in matters concerning the NSP.
- Monitors agencies participating in plans and programs, and provides assistance to officials in matters relating to plans and programs.
- Directs internal staff or external contractors who conduct on-site, in-depth reviews of contracts for compliance with federal and state regulations and requirements. Verifies the submittal of a charge to program costs under all applicable conditions of the grant award.
- Prepares, reviews, and/or responds to monitoring reports by either internal staff or external contractors which address non-compliance of findings, required corrective actions and recommendations for all contracts

reviewed. Prepares reports including monthly summaries and provides an analysis of questions on costs reports.

- Prepares and reviews reports for completeness; for compliance with standards; for uniformity in methods and for adherence to statutes, departmental rulings, and legal decisions.
- May prepare budgets.
- May assign and coordinate the work of others.
- Responsible for monitoring the implementation and maintenance of the Department's Fraud, Waste and Abuse Prevention and Detection Program in their individual program areas including performing risk assessment of their program area's significant business processes and recommending control processes and steps to mitigate unacceptable risks.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in planning, emergency management, business or public administration, or a related field is generally preferred.
- Experience and education maybe substituted for one another.
- Five to seven years of experience with state and federal programs, project management, and contract management.
- Experience with CDBG and HOME planning and research work preferred.

#### OTHER FACTORS

##### **Knowledge, Skills, and Abilities:**

- Knowledge of state and federal laws, particularly relating to the Community Development Block Grant (CDBG) Program and/or other HUD programs that require familiarity with HUD regulations, Davis-Bacon requirements, HUD environmental processes, etc.
- Knowledge of public administration and management techniques; experience in project management; and of program planning and implementation.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to prepare concise reports.
- Knowledge of foreclosure processes; mortgage lending industry; real estate processes; and homeownership programs and initiatives
- Experience with contract oversight and management of grantees or subgrantees on federal or state programs.
- Ability to analyze and evaluate planning materials, to communicate effectively, and to assign and/or coordinate the work of others.

#### TO APPLY

Submit a **State of Texas Application for Employment** for this position **before this posting closes**. Applications will be screened for minimum qualifications. Skill demonstrations or work simulations may be part of the selection process. If position requires typing, TDHCA only accepts typing tests administered by Texas Workforce Commission. Top candidates will be contacted for further consideration. Finalists who document college/university coursework or PHR certification to meet the minimum qualifications will be required to submit copies of transcripts or diplomas. Only internal applicants and applicants who are interviewed will receive notification of application results. If position requires driving, the applicant must provide a current driving record from the [Department of Public Safety](#) if selected for an interview. Please contact Human Resources if you require accommodation during the application process at 512 475-3800.

A criminal background investigation will be conducted prior to an offer of employment. Top male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption. The U.S. Immigration Reform and Control Act of 1986 require new employees to present proof of identity and eligibility to work in the United States.

*Equal Opportunity Employer*