



HOUSING PROGRAM SPECIALIST

Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Hours:	Full-time, 40 hours per week; 8 AM – 4:30 PM
Salary:	Starting salary range of \$42,000 – \$48,000 annually, DOE/DOQ; Full Benefits
Closing:	Closing Date: August 15, 2016

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking applicants for a full-time Housing Program Specialist. The successful candidate must possess strong interpersonal and communication skills and be able to assist the Housing and Human Services staff in processing all administrative activities associated with the Home Investment Partnership Program (HOME) and other related programs. Must be able to accurately prepare a variety of reports, spreadsheets, and information for decision-making purposes for awarding grant funding to buyers. Must have thorough knowledge of computer-based work software programs such as Microsoft Word, Excel, Access, Publisher and knowledge of standard office procedures. Regular attendance and punctuality is an essential requirement of this position.

The Candidate

The ideal candidate will have:

- The ability to work effectively as part of a team and thrive in a fast-paced environment.
- The ability to appropriately manage time to meet deadlines; strong attention to detail, follow-through and organization.
- Excellent organizational and communication skills to assist in the maintenance and update of the administrative files for the Housing and Human Service program; prepare and maintain records on all transmitted records.
- Ability to prepare a variety of reports, spreadsheets, and related information for decision-making purposes for awarding grant funding to buyers; ability to prepare data entry for all.
- Knowledge and ability to answer questions and respond to inquiries regarding the department and/or operations, policies and procedures of the HOME program.
- Ability to handle an increasing variety of daily items.
- Ability to maintain a variety of operational, bookkeeping, budget, and program records
- May serve on various outside committees as required and assigned.
- Ability to follow oral and written instructions and exercise good judgement.
- Ability to work well with stakeholders, housing professionals and agency staff in order to establish and maintain positive, successful working relationships.
- Qualified applicants must be a U.S. citizen or a permanent resident.

Education & Experience

Any combination of education (above the high school level) and/or experience equivalent to four (4) years in a related field or similar position such as Case Manager, Housing Counselor, Housing Specialist, Lending, etc.

Physical Requirements

- Work is performed primarily in a standard office environment and is typically sedentary requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently to move objects.
- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Numerical Aptitude

Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, including basic mortgage computations, income-to-debt ratios, and overall loan affordability.

To Apply

- To be considered, applicants must submit a cover letter and resume.
- Completed materials can be emailed to karledge@hrpdcva.gov, faxed to 757-523-4881 or mailed to:

Kelli E. Arledge
Human Resources Administrator
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320



Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities