



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Research Specialist in the Housing Resource Center Division

Job Posting Number: 18-011	State Classification: Research Specialist V (B23)
Division: Housing Resource Center	Posting Date: August 10, 2017
Department: Housing Resource Center	Application Deadline: Open Until Closed By Division
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Date Available: Earliest start date for this position is September 8, 2017
Starting Salary: \$4,583.33 - \$5,416.66 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly advanced (senior-level) project management, planning and research work for the Housing Resource Center (“HRC”) to include the Housing and Health Services Coordination Council (“Council”). Serves as a liaison between Department and state agency representatives and industry stakeholders. Work involves developing, compiling and evaluating projects, plans and reports pertaining to affordable housing program functions. Position duties include responding to affordable housing and community services information requests through phone and written correspondence; legislative requests for information; and other ad hoc requests and reports as required. May plan, assign, and/or supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Must be able to multi-task and work in high-paced office environment.

SPECIFIC JOB FUNCTIONS

- Plans, develops, coordinates, and monitors short and long-range research objectives and priorities related to the Council and other HRC projects as assigned.
- Responsible for the development of a biennial plan and report on the activities of the Council.
- Facilitates Council quarterly policy and planning meetings and other workgroup meetings as assigned.
- Serves as lead staff person representing the Department at industry stakeholder meetings involving issues such as housing for persons with disabilities, health services, etc.



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- Prepares and provides presentations for professional organizations, governmental entities, and the public.
- Prepares and produces written summaries, documents, statistical and other reports.
- Collects, organizes, analyzes, and prepares material in answer to requests for information and reports.
- Prepares and distributes educational materials and technical assistance to the public, housing developers, community-based housing development organizations, and other state and federal officials and agencies on a daily basis through both phone and in writing.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Three years experience in affordable housing development preferred. Experience in affordable housing and/or health services research, planning and policy work. Graduation from an accredited four-year college or university with major course work in government, public administration, social work or a related field. Post graduate work preferred. Experience and education may be substituted for one another. Experience working under pressure and meeting close deadlines.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Excellent interpersonal ability and highly developed oral and written communication skills;
- Ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, community groups and advocates;
- Ability to produce professional high quality reports and documents for internal and external audiences;
- Ability to set priorities, organize workload and adapt to changing deadlines;
- Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming;
- Knowledge of agency functions and policies and of research techniques and applications;
- Must possess the ability to speak to the public in both large and small group settings; and
- Technical knowledge of affordable housing programs and service-enriched housing is preferred.



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ENVIRONMENT/PHYSICAL CONDITIONS

- Typical office work environment
- Must be able to use computer for long periods of time

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.