



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

## Employment Announcement

### Border Field Officer in the Single Family Operations and Services Division

<b>Job Posting Number:</b> 18-012	<b>State Classification:</b> Program Specialist IV
<b>Division:</b> Single Family Operations and Services	<b>Posting Date:</b> August 9, 2017
<b>Department:</b> Office of Colonia Initiatives	<b>Application Deadline:</b> Open Until Closed By Division
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Date Available:</b> Earliest start date for this position is September 1, 2017
<b>Starting Salary:</b> \$4,000.00 - \$4,500.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin/Laredo, Texas

#### GENERAL DESCRIPTION

**This position will require 50% of time spent in the Laredo Field Office and 50% of time spent in the Austin office.**

Performs advanced (senior-level) technical assistance with units of local government, nonprofits, for-profits, and colonia residents in the planning and development of community and housing initiatives in colonias and other border communities related to Department programs. Provides technical assistance to program administrators for multiple Department programs regarding program requirements, rules, regulations and state law. Reviews and processes applications, agreements, funding requests and other program documentation in accordance with standard operating procedures to ascertain compliance with agreements and federal, state and program requirements. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Provides technical assistance to interested parties regarding program, application and contract activities as needed.
- Provides technical assistance via telephone communication, written correspondence and site visits to program sub-recipients and administrators to facilitate compliance with agreements and federal, state and program requirements.
- Serves as local contact to help eliminate obstacles that may arise during administration of existing and future contracts for the Laredo service region.
- Creates performance reports for management, detailing findings and concerns regarding contracts, draws and other assignments.
- Oversees contract and program administration activities relating to the Office of Colonia Initiatives (OCI), Housing Trust Fund (HTF) and other Department programs.
- Reviews and processes program setups and draws, and verifies the documentation, activities and expenses in accordance with agreements, federal and state regulations, and program requirements to ensure compliance and reasonableness of expenditure of funds.
- Conducts field reviews and inspections.



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- Assists colonia residents with problem solving related to delinquent loans originated through the Department's programs.
- Assists in planning, developing and evaluating standard operating procedures, program rules, manuals, forms, checklists and risk assessments for OCI/HTF and Department programs.
- Reviews quarterly reports from administrators to determine progress, financial condition and compliance.
- Provides loan processing and underwriting to assist with mortgage loan servicing and other related activities.
- Interfaces with community and professional groups to coordinate, improve and promote interest in the various programs administered by the OCI/HTF and Department.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Single Family Operations and Services Division, including performing risk assessments of the Single Family Operations and Services Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- 50% travel required.
- Performs other duties as assigned.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from an accredited four-year college or university with major course work in accounting, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.
- Three to five years of experience with state and federal programs, contract administration, management and procurement.
- Experience with mortgage lending programs.

#### **FACTORS**

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be self-motivated, dependable, and able to work without direct supervision.
- Must be familiar with housing and colonia issues and working on behalf of very low-income persons and colonia residents.
- Must have experience in Microsoft Word, Microsoft Excel, Microsoft Outlook and PowerPoint.
- Must have experience with Federal and State programs and regulations.
- Expected to plan and schedule work independently.
- Must have experience in real estate, loan underwriting, property analysis, construction and property inspections, consumer counseling and preparation of feasibility financial packages.
- Knowledge of accounting methods and systems and business practices.
- Able to gather, assemble, and analyze data; evaluate planning materials; problem solve; and prepare concise reports.
- Able to communicate effectively both orally and in writing.
- Bilingual fluency in Spanish required.

##### **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**



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To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://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.