



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

### Director of HOME and Homelessness Programs in the HOME and Homelessness Division

<b>Job Posting Number:</b> 18-021	<b>State Classification:</b> Director I/1620
<b>Division:</b> HOME and Homelessness	<b>State Pay Grade:</b> B26
<b>Department:</b> HOME and Homelessness Programs	<b>Posting Date:</b> October 11, 2017
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Application Deadline:</b> Open Until Closed By Division
<b>Starting Salary:</b> \$7,666.67-\$8,375.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Performs advanced (senior-level) managerial work providing direction, management, and oversight of the Division of HOME and Homelessness Programs which includes the HOME Investment Partnership Program (HOME) and the Department's Homelessness program activities. The Director will ensure that the daily operations of those programs effectively and efficiently carry out the mission, policies, and programs of the Department of Housing and Community Affairs as defined by the TDHCA Executive Director, Board of Directors, the Governor, and State and Federal Law. Reports to the Deputy Executive Director over single family activities. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

Organizes and coordinates all HOME and Homelessness Program activities and directs the incorporation of policies into operating principles including financing, program documents, rules, procedures, and public relations of the division.

- Develops, sustains and directs policies, rules and practices as well as overseeing all delivery activities related to HOME eligible funding including but not limited to new construction and rehabilitation of single housing, homebuyer assistance including contracts for deed, tenant based rental assistance, and single family disaster relief.
- Develops, sustains and directs policies, rules and practices as well as overseeing all delivery activities related to the Emergency Solutions Grants Program (ESG) and the Homeless Housing and Services Program (HHSP) or other homelessness-related programs.



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- Is responsible for collaboration with the Multifamily Division regarding HOME funding and in achieving expenditure and commitment deadlines with HUD; ensuring that all programmatic issues and HUD communications are cohesive between both areas; and coordinating on audits, planning documents, etc.
- Works together with the Multifamily, Program Services and Compliance and Asset Management Divisions, as well as other divisions when applicable, to identify areas for program improvement and ensure program policy and implementation are consistent with all federal and state laws, regulations, policy direction and guidelines.
- Assists the Deputy Executive Director in the formation and implementation of rules and the Department's activities regarding Migrant Farm Worker Housing.
- Writes and edits rule revisions, notices of funding availability, applications, manuals, and implementation processes for all Division activities and oversees staff's review of applications and/or reservation documents for division activities.
- Develops and oversees technical assistance delivery for prospective and existing funding recipients to aid them in program delivery, building capacity and minimizing obligation and expenditure delays.
- Ensures the timely generation and subsequent execution of contract or reservation agreements with all program recipients (excluding HOME Multifamily) and ensures subsequent successful loan closing of all loans and proper execution of all grants generated from all funded activities.
- Actively oversees and directly engages in contract management functions to ensure timely contract fulfillment, identify areas for improvement and provide for training needs.
- Makes innovative efforts to identify methods for allocation of Contract for Deed funds as well as HOME Community Housing Development Organization (CHDO) funds including the oversight of the CHDO Certification process.
- Prepares action items related to all non-multifamily HOME activities for the Board and may present verbal testimony to the Board.
- Ensures that projects funded are economically feasible and minimize risk to the Department.
- Maintains relationships with federal and state government officials and agencies, as well as private sector and public organizations, whose cooperation and support are important to the Department's success and future of its programs in matters to statewide HOME activities.
- May participate in legislative committee hearings, press interviews, conference panels, speaking engagements, and public speaking opportunities in matters pertaining to statewide HOME activities.
- Monitors the division's adherence to annual budgets.
- Plans and implements accurate and timely use of reporting systems (internal and external) related to statewide HOME activities so that management and state/federal agencies receive information to make proper decisions in the performance of the Division's business.
- Provides guidance and assistance to division managers and staff on day to day issues and periodically reviews procedures to make certain that they are efficient, effective, and responsive to the needs of the division and to the Department.
- Ensures ongoing leadership, daily management and personnel administration.



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- Coordinates with division managers and executive staff to respond to requests from the State Legislature, Governor's Office, various state and federal agencies, community agencies, local officials, and any other interested parties.
- Completes other matters or tasks as may be assigned by the Deputy Executive Director or the Executive Director of TDHCA.
- Travel: 15% to 20%.
- Responsible for implementing and maintaining the Department's Enterprise Risk Management Program in the Division of HOME and Homelessness Programs, including performing risk assessments of the division's high impact processes and developing controls to mitigate unacceptable risks.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited college or university with a major in business, public administration or a related field. Applicable experience can be substituted for education on a year per year basis.
- At least eight years of progressive managerial experience in federal housing administration, state or local single family development including housing rehabilitation programs, or public administration, successful full time graduate school experience in a related field can be substituted for up to four years of this managerial experience requirement on a year for year basis.
- Through the submission of the application or during the interview process must be able to evidence significant and progressive business experience in the public sector and general knowledge of federal programs' rules and regulations and experience in dealing with federal, state and local officials.
- Must have at least two years in administering HOME, ESG or other similar HUD programs with management experience in these programs strongly preferred.
- Should have extensive training and experience in all aspects of business administration, including financial management, long range strategic planning, personnel policies and procedures, and public relations.

#### OTHER FACTORS

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

- Senior level working knowledge of HOME and Homelessness Program regulations and program operation.
- Strong vision and ability to execute and operationalize a program reorganization.
- Working knowledge of single and multifamily finance activities, real estate transactions, strategic planning, budgeting, financial planning/accounting control practices and procedures, personnel policies and procedures, contract and purchasing management.
- Excellent motivational leader who can inspire the best from division staff at all levels.



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- Excellent analytical skills; persuasive public presentation skills; oral and written communication skills
- Outstanding interpersonal skills, team spirited, strong relationship building skills.
- Strong ability to manage a wide range of programs and processes with a diverse employee population.
- Extensive knowledge of laws and regulations relating to the management of state agencies is highly desired.
- Ability to establish and maintain effective working relationships with division staff, department staff, board of directors, and high level federal and state government officials and agencies and private sector organizations.
- Extensive knowledge of laws and regulations relating to administration of federal and state programs.
- Extensive working knowledge of application processes.

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

**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](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.**



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#### **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.