



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

HOME Program Manager in the HOME Program Division

Job Posting Number: 18-038	State Classification: Manager IV/1603
Division: HOME	State Pay Grade: B25
Department: HOME	Posting Date: April 4, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$6,292 - \$7,125/ mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs advanced (senior-level) managerial work in the daily operation and activities of the single family HOME Program. Work involves providing technical assistance and guidance to participating organizations, the general public, and other TDHCA staff; establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating division activities. Plans, assigns, and supervises the work of others. May review household eligibility for housing assistance. Work is performed under the direction of the Director with limited supervision and with considerable latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.
- Oversees the development of guidelines, procedures, policies, rules, and regulations and monitors compliance with policies and procedures.
- Oversees the preparation of management and productivity reports and studies.
- Oversees staff development plans and activities of new and existing staff members.
- Plans, implements, coordinates, monitors, and evaluates staff compliance with policies and procedures.
- Develops criteria for evaluating programs, proposals, and division staff project assignments.
- Participates in and may lead, or create materials for, technical, policy and interagency planning meetings.
- Oversees implementation, administration, and evaluation of plans or programs, and measures progress, including assisting with the preparation of the HUD Consolidated Plan, One Year Action Plan (OYAP), Consolidated Annual Performance Evaluation Report (CAPER), and Notices of Funds Available (NOFAs) for the Division.



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- Participates in planning and conducting Department public hearings and collection of public comment.
- Serves as liaison to the Department's Division of Policy and Public Affairs for handling or coordinating information requests and reporting outreach activities for the division.
- Collects, researches, organizes, analyzes, and prepares materials in response to requests for information and reports.
- Coordinates the gathering and organizing of research data.
- Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs.
- Prepares related work as assigned including administrative and technical reports, studies, and specialized projects for HOME and Homelessness Programs.
- Reviews information submitted by administrators to ensure household program eligibility when necessary during times of high volume activity in the Division, or as necessary to support Performance Specialists who are not able to complete assignments timely.
- Performs related work as assigned.
- **Travel as required. Approximate travel is 15%.**
- Responsible for implementing and maintaining the Department's Enterprise Risk Management Program in the HOME and Homelessness Programs Division, including performing risk assessments of the HOME and Homelessness Programs Division's high impact processes and developing and recommending controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university is required, with major course work in public administration or business administration preferred
- Experience in public administration and management techniques, or program planning and implementation is generally preferred
- Experience in the administration of a state or federal housing program is generally preferred
- Technical knowledge of the HOME Investment Partnerships Program is generally preferred

Experience or education may be substituted for one another on a year for year basis OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research.
- Program management, supervisory, and training management experience preferred.
- Must possess ability to communicate effectively and to plan, assign, and lead the work of others.
- Must possess ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; to develop and evaluate policies and procedures; and to plan, assign, and/or supervise the work of others.
- Must possess ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, and the general public.



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- Must possess proficient knowledge and skill in the use of Microsoft Office, including Word, Excel, Powerpoint, Outlook, and Access.
- Must possess excellent written and oral communication skills.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to speak and listen. The employee is frequently 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.

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.



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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.