



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

Performance and Training Specialist in the HOME & Homelessness Programs Division

Job Posting Number: 18-053	State Classification: Program Specialist III/1572
Division: Homelessness Programs	State Pay Grade: B19
Department: HOME	Posting Date: July 11, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 4,500 – 5,060 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs complex (journey-level) consultative and technical work in the planning, development and implementation of the HOME and Homelessness Division Programs (“HHPD”) in accordance with federal, state and departmental rules. Work involves providing consultative and technical assistance to other TDHCA staff, governmental agencies, community organizations and the general public. Work is performed under the direction of the Director of the HHPD under general supervision and with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Identifies, plans, develops, coordinates short-term and long-range training goals and conducts training and educational workshops for all division programs.
- Reviews information submitted by participating organizations to ensure household program eligibility under tenant-based rental assistance, homeowner rehabilitation assistance, homebuyer assistance and single family development program guidelines. Ensures documentation submitted for single family HOME loan and grant programs conforms to closing requirements. Provides guidance and oversight during construction of affordable housing units including reviews of draw requests, construction inspection reports, and project completion reports. Ensures that reviews are performed timely and that documentation submitted meets applicable requirements.
- Develops and prepares training, informational, and educational materials including presentations and creates new delivery methods, as required, and ensures that all



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materials are in compliance with Department procedures and state and federal regulatory requirements.

- Maintains and updates all informational, training and educational materials and presentations to reflect changes in program requirements, policies or procedures, or applicable state or federal regulations.
- Coordinates the dates, times, and locations of and conducts various trainings for the division. Publishes registration forms for such events and processes registration requests.
- Provides technical assistance and guidance to participating organizations with regard to single family housing program requirements and guides organizations through the effective implementation of a HOME program in their communities.
- Reviews and evaluates the performance of organizations providing affordable housing through the HOME program and offers guidance and assistance by building positive relationships with grant recipients, maintaining consistent and effective communication with recipients, and developing and conducting program trainings.
- Recommends appropriate changes or corrective action to participating organizations and guides participants in implementing effective procedures in the administration of HOME funds.
- Prepares administrative and technical reports, studies, and specialized research projects, as assigned.
- Performs related work as assigned.
- Travel as required. Approximate travel is 25%.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect on the HHPD Division, including performing risk assessments of the HHPD Division's high impact processes and identifying and communicating 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, business administration, planning, social services, or communications generally preferred.
- Experience or education may be substituted for one another on a year for year basis with a minimum of two years of relevant experience required.
- Experience in implementation of training programs is preferred; such experience in excess of two years is increasingly preferred.
- Experience with management or monitoring of contracts is generally preferred, experience in monitoring subrecipient contracts for affordable housing activities is highly preferred with increasing preference for more experience.



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- Experience in the administration of a state or federal housing program is generally preferred, the ability to demonstrate technical knowledge of or experience with the HOME Investment Partnerships Program is highly preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Must possess skill in instructing others and facilitating workshops.
- Must possess ability to formulate learning objectives; to develop training objectives; to evaluate the effectiveness of training; and to assess training needs.
- Must possess working knowledge of federal programs
- Must possess the ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; to develop and evaluate policies and procedures.
- Must possess the ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, and the general public.
- Must possess proficient knowledge and skill in the use of Microsoft Office including Word, Excel, PowerPoint, and Outlook, and Access.
- Must possess excellent written and oral communication skills.
- Must possess the ability to speak to the public. Experience in both small and large settings, ability to organize and produce cogent presentations.
- Must possess the ability to adapt to changing workloads and deadlines.
- Must possess the ability to set priorities and organize workload.
- Must be willing to work overtime.

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.



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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.