



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

HRC Administrator in the Housing Resource Center, Programs Division

Job Posting Number: 19-017	State Classification: Program Specialist VI/1575
Division: Programs	State Pay Grade: B23
Department: Housing Resource Center	Posting Date: January 11, 2019
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 4,598.67 - \$5,854 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs complex, detailed, and specialized research activities including responding to affordable housing and community services information requests; ongoing Departmental performance and production reporting requirements; legislative requests for information; and other ad hoc reports as required. Work involves developing and employing research and evaluation projects to establish Departmental goals and priorities, determine additional research needs, collect and analyze data, and prepare and deliver reports.

SPECIFIC JOB FUNCTIONS

- Research and development of key planning and reporting documents required by state and federal laws and regulations. Examples include but not limited to HUD's 5-Year Consolidated Plan and One-Year Action Plan (OYAP); the HUD Consolidated Annual Performance Report (CAPER) and Section 3 reports; the annual State of Texas Low Income Housing Plan and Annual Report (SLIHP); the annual Regional Allocation Formula (RAF);
- Establishes schedules and implementation plans for achieving division goals and deadlines for the Department's federal and state planning documents;
- Planning, designing, and conducting research projects;
- Preparation of ad hoc reports in response to internal or external requests;
- Public comment notification, tracking, and response activities related to report development and rule making;
- Collection and analysis of data using a wide variety of methods including online research, surveys, and interviews;



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- Prepare and distribute educational materials and technical assistance to the public, housing developers, community-based housing development organizations, and other state and federal officials and agencies;
- Edit and design of Department publications, notices and presentations;
- Serves as division liaison for *Texas Register* notice preparation;
- Serves as division liaison for Public Information Request compilation;
- Performs other duties and related work as assigned.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Housing Resource Center (HRC) Division, including performing risk assessments of the HRC's high impact processes and identifying and communicating controls to mitigate unacceptable risks

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Experience in research and planning work related to affordable housing, governmental services, or other related field demonstrated
 - Graduation from an accredited four-year college or university with major course work in community and regional planning, government, public or business administration, or social work; and/or
 - Internships or professional experience involving experience with research methodology, data analysis, and report production related to affordable housing.
- Experience working with HUD programs and documents preferred.
- Experience and education may be substituted for one another.

OTHER FACTORS

Knowledge, Skills, and Abilities:

The Program Specialist should have strong

- Writing and editing skills;
- Research skills including the ability to analyze moderately complex qualitative and quantitative data;
- Ability to adapt to changing workloads and deadlines;
- Ability to set priorities and organize workload;
- Ability to analyze federal/state/local initiatives related to affordable housing;
- Ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, and the general public;
- Customer service and communication skills; and
- Computer proficiency with spreadsheet and database software such as Microsoft Excel and Access

PHYSICAL REQUIREMENTS:



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- This classification functions in a standard office environment. Ability to move up to 15 lbs. Ability to drive and travel as needed. Will need to move about the office to access file cabinets, use office machinery, attend meetings in various offices and conference rooms, etc. Must be able to communicate and exchange accurate information via phone, computer, and in person. Must be able to observe and evaluate data in a variety of formats, including hard copy, electronic, and various media formats.

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.



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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.