



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

HOME PROGRAM SPECIALIST

Salary: \$54,920 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, July 12, 2013

GENERAL STATEMENT OF DUTIES

This position is responsible for overseeing the day-to-day operation of the Federal HOME Program as it relates to project development and implementation, budgeting, fiscal monitoring and reporting.

SUPERVISION RECEIVED:

Deputy Director of Housing & Community Development

ILLUSTRATIVE DUTIES

1. Coordinates housing counseling finance programs to assure maximum potential of housing development under the federal HOME program.
2. Oversees housing construction and production management of the HOME housing delivery system.
3. Reviews HOME applications and makes recommendations for program financial eligibility for grants and loans.
4. Reviews housing development plans, specifications, cost estimates and code reports and recommends financial feasibility of projects.
5. Supervises the compilation of necessary documentation and coordinates second mortgage closings for rehabilitation/new construction projects.
6. Reviews payment request vouchers for work performed in accordance with rehabilitation programs.
7. Oversees the HOME monitoring plan to assure compliance with HUD regulations as they relate to homeownership and rental housing.

8. Other duties: Performs related work and all other duties as assigned by the Assistant Chief Administrative Officer, Director of the Office of Planning and Economic Development and/or Deputy Director of Housing and Community Development.

KNOWLEDGE, SKILL AND ABILITIES:

1. Considerable knowledge of principles and practices in the field of governmental budgeting and accounting.
2. Considerable knowledge in housing construction and production management.
3. Considerable knowledge of bank lending practices and procedures.
4. Considerable knowledge of programs, public and private funding sources and mechanisms available to accomplish City development objectives.
5. Considerable knowledge of applicable laws and procedures governing the receipt and expenditure of public funds.
6. Expertise in Microsoft Office particularly in Excel.
7. Ability to communicate effectively both orally and in writing.

TRAINING AND EXPERIENCE:

1. Graduation from an accredited four-year college or university with major course work in business administration, public administration, real estate or finance.
2. Three (3) to five (5) years of experience in housing program administration and/or financing; bank consumer lending or any equivalent combination of training and experience that provides the above knowledge, abilities and skills.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS