
Department of Local Affairs

Strengthening Colorado Communities

Open Competitive

EMPLOYMENT OPPORTUNITY

Department of Local Affairs
Division of Housing

**THIS POSITION IS FOR A SPECIFIC GRANT AND THERE IS NO GUARANTEE OF CONTINUED EMPLOYMENT BEYOND THE GRANT END DATE OF 12/31/2012.
ANNOUNCEMENT EXTENDED.**

Federally funded position - this position is exempted from the hiring freeze.

Job Title: GENERAL PROFESSIONAL IV -- NEIGHBORHOOD STABILIZATION PROGRAM (NSP) MANAGER

Position Number: 50273-0509

Job Location: Downtown Denver

Salary: salary range \$4733-\$5700/mo.

Release Date: May 6, 2009

Apply By: May 22, 2009

Employment Type: Full-Time

Class Code: H6G4XX

Information About The Job:

DUTIES: The position will implement the Neighborhood Stabilization Program (NSP), a new \$37 million program created through the Housing and Economic Recovery Act that provides for the acquisition of foreclosed properties for rehabilitation, sale, or rental. This position will serve as the program manager, providing consultative services and technical assistance to program staff, governmental agencies community organizations and/or the general public. Work involves managing multiple technical contracts relating to NSP program delivery, including subgrantees and consultants; monitoring contract compliance and time of expenditure of funds by contractors; developing procedures for implementation, administration, and evaluation of NSP plans and programs, and measures and reports progress; coordinates workshops and trainings including preparing technical material and other technical assistance delivery methods for subgrantees; and convenes and consults with entities and subgrantees, internal staff and/or external contractors who conduct on-site, in-depth reviews of contracts for compliance with federal and state regulations and requirements.

MINIMUM QUALIFICATIONS: Qualified applicants must have a Bachelor's degree from an accredited college or university in a related field and three years of experience with state and federal housing programs including CDBG and HOME planning and regulation, project management, and contract management; working knowledge of foreclosure processes; mortgage lending industry; real estate; and homeownership programs.

SUBSTITUTIONS: Professional work experience with state and federal housing programs including CDBG and HOME planning and regulation, project management, and contract management which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.

NECESSARY REQUIREMENTS: Must possess and maintain a valid Colorado driver's license.

PLEASE NOTE: Applications are used as part of the selection and exam process. Applications will be reviewed to determine if you meet the minimum requirements for the position and will be ranked to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements listed above.

How To Apply: Submit your **completed** State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email susie.esparza@state.co.us . **Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based.** The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 866-5884. . For employment application and full job announcement including Important Information About Your Application and Appeal Rights please visit our employment website at <http://dola.colorado.gov/employment.html> .

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**