

**OHIO DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: RESIDENTIAL REVITALIZATION SPECIALIST/HOUSING GRANT ANALYST 2

Starting Salary: \$24.74 hr. / \$51,459 yr.

Position Number: 20011361

Job Classification/Status: Classified

Pay Range: 32

Division/Office: Community Services/Community Development

Bargaining Unit: 14

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Work Hours: 8:00am – 5:00pm, M-F

Supervisor: Barbara Richards – Manager, Residential Revitalization

DATE POSTED: JANUARY 28, 2020

DEADLINE FOR APPLYING: FEBRUARY 11, 2020

Job Duties:

Travels throughout state of Ohio to monitor grantees & community-based projects through on-site visits: reviews scope of work & project specifications & ensures completion; inspects homes' quality of workmanship & compliance with appropriate building codes & standards (e.g., Residential Rehabilitation Standards, International Property Maintenance Code & the Residential Code of Ohio); conducts tests &/or reviews of electrical system components, combustion appliances, venting & plumbing system components to determine proper functioning & installation; discusses project with homeowner to learn & address any unresolved issues; records any deficiencies & discusses at exit interview & includes in monitoring report; reviews grantee files (i.e., administrative & client files) to ensure compliance with federal, state & local regulations & Office of Community Development (i.e., OCD) policies & requirements.

Provides technical assistance to grantees & responds to client inquiries (i.e., via telephone, email & meetings); discusses &/or explains scope & details of policies, projects, construction & technical issues or standards; writes response letters to policy &/or technical questions; utilizes resources to research information & substantiate regulations & policy.

Informs local government entities of Community Housing Impact & Preservation Program (i.e., CHIP) and informs non-profits organizations of Housing Assistance Grant Program (HAGP) grant funds availability & reviews competitive funding applications in order to approve/disapprove execution of grants: writes & sends out notices of program funding availability to units of local government and non-profit organizations; prepares application packets & reviews documents; logs incoming grant request applications for tracking & record keeping purposes (e.g., requesting budget, project description, administrative & contact information); coordinates team review process (e.g., organizes team review structure & time table, facilitates team review process); evaluates & ranks applications based on established criteria (i.e., prior community performance, distress of community, program design, administrative capacity, cost effectiveness, leverage & coordination); reviews budget requests & reconciles with available funding sources; communicates strengths & deficiencies of applications with team members during review process; writes & sends out letters (e.g., conditional award letters pending deficiency changes); prepares & forwards grant recommendations to director & legal office for final approval.

Writes monitoring reports which outline non-compliance issues, corrective actions & technical explanation of findings (e.g., improper equipment installation & corrective action to take); creates or updates technical & program manuals (e.g., Housing Program Manual, Residential Rehabilitation Standards); researches policy & technical issues in regulations, code books &/or in conjunction with other staff or agencies.

Develops, conducts & markets training for grantees; determines & procures training providers for grantees; conducts research & works with staff to determine training needs; requests & analyzes training feedback for process improvement.

Assists housing manager with design & implementation of housing policies, programs & regulations (e.g., attends related meetings, conducts research & gathers information, develops ideas for policy & program change). Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Minimum Classification Qualifications (a test may be given as part of the selection process):

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 12 months training or 12 months experience in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

-Or 36 months training or 36 months experience in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR

SUBMIT APPLICATION TO:

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130 Fax: (614) 644-9030

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