

**Job Title:** Program Specialist

**FSLA status:** Non-Exempt

**Department:** Cobb

**Reports to:** Deputy Director

**Position Summary:** Responsible for the administration of housing programs.

**Qualifications Required:**

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field; or equivalent experience
- Intermediate computer proficiency with Microsoft Office Suite
- Proficiency in written and oral communication
- Minimum 2 years experience in customer service, planning, project management, grants management, or related area.
- Must be able to work well independently and with teams
- Strong interpersonal skills

**Qualifications Desired:**

- Work experience demonstrating knowledge of housing related programs
- Experience with procurement or construction project management

**Essential Functions and responsibilities:**

- Must demonstrate ability to prioritize, meet deadlines, and follow through on assignments.
- Reviews current grant regulations, notices, and handbooks
- Coordinate client intake and verification
- Prepare subrecipient agreements and maintain closing documentation
- Coordinates with stakeholders regarding project status.
- Prepare and approve payment requests utilizing Reimbursement Checklist.
- Maintain project files, monthly reports, databases, and environmental review records.
- Monitors contracts or agreements to ensure compliance with contract terms
- Obtain copies of title reports, records and/or security deeds
- Manage project procurement to include reviews bids, cost estimates and change orders.
- Conduct external/internal monitoring for all housing projects
- Track and maintains budgets for all projects and activities.

**Nonessential Functions:**

- Perform other related duties as assigned

**Success Factors/ job competencies:**

- Proficiency with various computer-based programs including Microsoft Office Suite
- Maintains a high level of professionalism
- Time Management- the ability to prioritize and meet deadlines
- Manages and coordinate information systematically
- Possesses strong analytical and research skills
- Maintains excellent interpersonal and communication skills
- Strong Team Player
- High degree of discretion dealing with confidential information.
- Possess public speaking and presentation skills

**Physical Demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision, distance vision, color
- *Work Environment:* The noise level in the work environment is usually minimal

**Performance standards:**

- Quarterly performance appraisals
- Attainment of annual goals established between Deputy Director and incumbent