

Job Title	Housing Program Development Supervisor-\$1,000 Sign On Incentive
Job ID	34979
Location	Housing & Commu Development
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Overview

At Orange County Government, we are proud to serve the public with integrity, honesty, fairness, and professionalism. We develop innovative policies and services that impact Central Florida and shape the future of our community. We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction. Orange County Government is committed to providing equal opportunity in employment and services to all individuals.

The Housing and Community Development Division is currently seeking an experience individual to fill the position of Program Development Supervisor. This position will lead the Housing Development section within the Housing and Community Development Division and the administration of the State Housing Initiative Partnership (SHIP) Program and affordable housing projects under other federal, state and local grants.

This is a responsible supervisory and professional staff work in the review, planning, development, and implementation of programs, responsible for meeting the performance goals and compliance requirements for specific programs and/or grant contracts.

This position administers the State Housing Initiative Partnership Program (SHIP) and other affordable housing initiatives.

Work is performed under the general supervision of the Division Manager/Assistant Manager or designee.

Job Description

Representative Duties/Assignments

- Responsible for all aspects of the grant administration of the State Housing Initiative Partnership (SHIP) Program and the implementation of affordable housing projects under CDBG, HOME and other housing programs. Responsible for coordinating the development of long-term strategic plans, annual plans and annual reports for the section.
- Supervises the section's staff in the performance of their specific duties; prioritizes, assigns and monitors tasks and projects. Responsible for hiring and training.
- Develops and evaluates policies and procedures for programs and activities.
- Reviews affordable housing strategies makes program and project recommendations, Evaluates project proposals and proformas for complex housing projects and makes funding recommendations.
- Reviews and Issues affordable housing development certifications and requests for local contributions for tax-exempt housing projects.
- Prepares agreements with housing developers and nonprofit agencies, manages and tracks agreements for compliance and timeliness.
- Prepares monthly, quarterly, and annual programmatic and financial reports.
- Tracks and maintains portfolio of loans and other receivables.
- Reviews and approves invoices for payments.
- Coordinates audits with internal and external auditors.
- Maintains and manages reconciliation of program and financial data with fiscal staff.
- Oversees program performance, outcome monitoring systems and related reporting mechanisms for designated federal, state and/or local funded programs and projects.
- Provides technical assistance and consultation to housing providers, nonprofit agencies and other community stakeholders.
- Conducts research and analysis of current housing and community development trends for reports and public presentations. Stays updated on the latest federal, state and local housing policies and regulations.
- Performs other staff assignments as required.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelors degree and five years of progressively responsible experience in grants administration, affordable housing development, nonprofit management or project management; or an equivalent combination of relevant education or experience may be substituted on a year for year basis.

Based on area of assignment, may be required to possess and maintain a valid Florida Operator's license.

Preferences

- Extensive knowledge and experience leading and managing the SHIP Program and similar housing programs.
- Knowledge of Tax Credit and Tax Exempt Housing and Bond Financing for affordable housing projects.
- Excellent writing and oral communication skills.
- This position requires high proficiency in fiscal and programmatic management, data analysis and computer skills.

Application Deadline

Open Date: 06/04/2024
Close Date: 06/18/2024

This posting is subject to close without prior notice.

Salary Information

Pay Grade: 020 -- From \$71,323 - \$92,726 / Annually
FLSA Status: Exempt

Benefits

<ul style="list-style-type: none"> • 10 paid holidays including 2 floating holidays annually. • 18 days paid time off per year. • Longevity bonus based on years of service. • 6 days of paid TERM (sick) time annually. • Low-cost medical, dental, vision, additional life insurance. • Free basic life, long term disability, and employee assistance for all the family members effective on day one. • Participation in the Florida Retirement System. 	<ul style="list-style-type: none"> • Employee assistance program includes multiple free one on one sessions with licensed counselors and online tools for legal advice, financial planning, personal life balance, etc. • Free access to Orlando Magic gyms for the whole family, free access to County Wellworks gyms. • Free onsite wellness coaching, including dietician and nurse. • Tuition reimbursement program. • Earn service time to forgive student loans.
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For more information on Benefits visit - <https://www.ocfl.net/EmploymentVolunteerism/EmployeeBenefits.aspx>

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the closing date of the posting. Please scan and upload a copy of your cover letter and supporting documents, to Orange County Human Resources Division via the secure [Box.com folder](#).

Your cover letter should include the Job ID number you are applying for, the title of the position, your full name and the last 4 digits of your social security number. *If you are a current employee returning from active military service, you may be eligible for promotion preference if the active military service qualifies for Veterans' Preference. Please note that Veterans' Preference applies only to a Veterans' first promotion after reinstatement or reemployment, without exception.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the [United States Department of Education \(USDE\)](#) or the [Council for Higher Education Accreditation \(CHEA\)](#). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the [National Association of Credential Evaluation Service \(NACES\)](#) or the [Association of International Credentials Evaluations \(AICE\)](#) at your expense.

Address

525 E South Street

Orlando, FL 32801

Notes

To learn more about our Sign-On Incentive Program visit our website at:

<http://www.ocfl.net/careers/#incentives>

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