



STATE OF COLORADO
invites applications for the position of:

Emergency Rental Assistance Program Manager

This position is open only to Colorado state residents.

CLASS TITLE: PROGRAM MANAGEMENT I

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1313 Sherman St. Denver, CO 80203

SALARY: \$6,792.00 - \$10,296.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 08/10/21

CLOSING DATE: 08/29/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Local Affairs

PLEASE NOTE: This is a three (3) year term-limited position, and the continuation of the position beyond this time will depend on the availability of the grant funds

Note: Eligible list established from this posting may be used to fill other similarly situated positions in this class.

Why work for the Colorado Department of Local Affairs?

The work we do matters greatly. It matters to us and it matters to the citizens of the great State of Colorado. We love our community and are passionate about supporting our community. We value the [diversity](#) that Colorado offers. If your goal is to build a career that makes a difference in communities across the state, consider joining the dedicated people of the Department of Local Affairs.

In addition, we offer a great location and excellent benefits, which include:

- [Medical and dental plans](#)
- Strong, secure, yet flexible retirement plans including [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus pre-tax and [ROTH 401K, and 457 plans](#)
- [Employee wellness programs](#)

- Paid life insurance
- Short and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave
- Flexible work schedule options and remote-work options,
- Training opportunities, and more.

About the Colorado Department of Local Affairs

The Department of Local Affairs (DOLA) serves as the primary interface between the State and local communities. The Department provides financial support to local communities and professional and technical services (including training and technical assistance) to community leaders in the areas of governance, housing, and property tax assessment/administration. While all state governments provide such services through various Departmental structures, Colorado's approach is unique in that these local community services are gathered into one Department of "Local Affairs" which has a central focus on strengthening Colorado communities and enhancing livability.

Our Vision

The Department of Local Affairs is responsible for strengthening Colorado's local communities through accessible, affordable, and secure housing; implementation of property tax law; and capacity building, strategic training, research, technical assistance, and funding to localities.

Our Mission

Our mission is to help strengthen Colorado's communities.

DESCRIPTION OF JOB:

SUMMARY OF THE POSITION:

Under the mission of DOLA, the Division of Housing (DOH), this position is responsible for the day-to-day management and decision-making of the Emergency Rental Assistance (ERA) (or Homeowner Assistance) program to include developing and updating program guidelines, providing guidance to State partner agencies, ensuring program requirements and federal rules and regulations are adhered to, decision making regarding program and project eligibility, any and all Federal regulations, manage and maintain contracts and payments effectively, compliance and audit functions through the remaining grant life cycle, and closeout of all programs.

This position is responsible for the compliant implementation of the State's Emergency Rental Assistance grants and will be the State's expert in this unique source of federal recovery grant funds. The position will establish budget projections and ensure partners and contractors stay on task with project and program completion and contract timelines. Design and update program guidelines and policies. Provide guidance and oversight of partner agencies and contractors on progress and challenges related to policy decisions and grant completion. Manage people and processes to ensure successful execution of the program. Manage the grant administrative budget to ensure funds are available to complete the administration of the grant.

The position will oversee program communications with stakeholders which are the general public, landlords and tenants, Governor's Office, State Legislature, and DOLA leadership.

The position will conduct supervisory duties to include but are not limited to approving leave, developing performance plans, conducting employee evaluations, and if needed, providing corrective action.

This position will be responsible for providing supervision and direction to staff members. This position will provide oversight in all areas of program operations, including developing and setting methods, priorities, objectives, and assignments to meet program goals. Develops and monitors work plans, coaches staff, and approves and/or denies leave requests to assure adequate team coverage. Delegates assignments and conducts regular team meetings to educate staff about new program requirements.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in Public Administration, Business Administration or a closely related field **AND** (4) four years of professional experience in program management, preferably low-income housing programs, including grant management or administration **AND** (1) one-year experience must have included supervision of employees.

Substitutions:

- Additional professional experience in program management will substitute for the degree requirement on a year-for-year basis.
- Additional appropriate education will substitute for the required general experience on a year-for-year basis, but not the two years of specific experience.

Preferred qualifications that a successful candidate will demonstrate:

- Experience administering low and moderate-income housing programs
- Experience working with disaster recovery teams and programs
- Working knowledge of HUD
- Experience administering budget

Highly Desired Skills and Competencies:

- Ability to interpret federal and state regulations or program guidelines
- Ability to read and understand invoices and compare them to budgets.
- Capability to sustain a respectful and productive work environment that inspires teamwork and positive results
- Close attention to detail
- Strong verbal and written communication skills
- Strong analytical skills
- Planning and organizational skills
- Ability to provide clear, concise, and objective responses to complex program questions
- Experience with Microsoft Office Suite, including Excel and Word, and Google Suite
- Excellent problem-solving skills
- Interpersonal skills

Conditions of Employment:

- A pre-employment background check will be conducted as part of the selection process for this position.
- Occasional overnight in-state travel may be required.

How to Apply:

Please note that ONLY your State of Colorado job application will be reviewed during the initial screening; if you submit a resume and cover letter, they will be reviewed in later stages of the selection process. Therefore, it is important that you clearly describe all of your relevant experience on the application itself. Applications left blank or marked "SEE RESUME" will not be considered.

Only complete applications submitted by the closing date of this announcement will be given consideration. Failure to submit properly completed documents by the closing date of this announcement may result in your application being rejected.

Please submit a resume, cover letter/letter of interest detailing how their experience and background address the stated minimum and preferred qualifications/competencies of the job and attach to the online application.

Application Checklist:

Complete Applications include the following documents:

- A complete online application.
- A cover letter addressing how your education, abilities, skills, and experience relate to the requirements, responsibilities, and competencies listed in the job announcement.
- A resume (attach to your online application).
- A completed supplemental questionnaire

Your application will be reviewed against the minimum qualifications for the position. If your application demonstrates that you meet the minimum qualifications, you will be invited to the comparative analysis process, which is described below.

Comparative Analysis:

Colorado Revised Statutes require that state employees are hired and promoted through a comparative analysis. The comparative analysis for this position will include a structured review of your application materials and responses to any supplemental questions. The comparative analysis process may also consist of Telephone Screening, Oral Assessment, Written Assessment, Online Assessment, etc. Candidates who most closely meet the job requirements will move through successive stages of the process.

Want to learn how to complete a State of Colorado employment application or apply for a state job? [Check out this video on how to apply with the State of Colorado jobs](#)

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand-delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgment of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, a medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

DOLA is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require a reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Jennifer Clayman, DOLA ADA Coordinator at 303-864-7865 or jennifer.clayman@state.co.us.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

NA Please apply online

DEPARTMENT CONTACT INFORMATION:

Please contact Janet Martin, HR Consultant at janet.martin@state.co.us should there be any questions regarding this posting.

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #NAA2119 - 08/21
EMERGENCY RENTAL ASSISTANCE PROGRAM MANAGER
JM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Emergency Rental Assistance Program Manager Supplemental Questionnaire

- * 1. Please explain your experience administering low and moderate-income housing programs?

- * 2. Please describe something you started and finished that you are proud of completing. What was the impact of you completing this?

- * Required Question