

The County of Nassau is seeking candidates for a HOME Program/Brownfields Coordinator for the Office of Housing and Community Development (OHCD). OHCD is the local administrator of the U.S. Department of Housing and Urban Development's Consolidated Program: the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) Programs. The Nassau Urban County Consortium is one of the largest urban counties in the country, and includes thirty (30) municipalities.

OHCD's mission is to support underserved communities by providing decent housing, suitable living environments, and expanded economic opportunities principally for low and moderate income people. OHCD is dedicated to expanding affordable housing opportunities throughout the County, particularly in areas deemed to be high opportunity areas and locations near train stations, to diversify the availability of various housing types.

RESPONSIBILITIES

The HOME Program Coordinator primary responsibilities include:

- Market the HOME and Brownfields Programs to local municipal consortium members, as well as for-profit and non-profit developers;
- Provide technical assistance and training to the consortium's Program partners;
- Review funding applications and make funding recommendations commensurate with County priorities and federal Program regulations;
- Identify potential funding sources for affordable housing projects;
- Manage on-going projects;
- Assign and coordinate project-related tasks performed by other OHCD staff;
- Processing payment requests for funded projects and work with County agencies to ensure adequate documentation is supplied and maintained;
- Monitor funded projects for compliance with long-term affordability requirements;
- Prepare performance reports for submission to relevant local, state and federal agencies.

REQUIRED SKILLS & EXPERIENCE

The ideal candidate will possess the following skills and experience:

- Knowledge of and experience with the HUD HOME Program - Experience with HUD's Integrated Disbursement and Information System (IDIS) a plus;
- Knowledge of and experience with the EPA Brownfields Program;
- Strong writing and verbal communication skills;
- Knowledge of residential and commercial construction;

- Experience in cost estimating and underwriting of affordable housing developments;
- Ability to maintain detailed project files to demonstrate regulatory compliance;
- Ability to manage multiple rehabilitation/construction projects concurrently
- Ability to maintain detailed project files to demonstrate regulatory compliance;
- Proficient in use of Microsoft Office Programs (Word, Excel, Outlook) for reporting, document preparation, email, scheduling, etc.;
- Detail oriented with ability to manage competing priorities;
- Must be able to conduct site visits, navigate uneven terrain and climb stairs;
- Must possess a NYS driver's license
- Ability to read and write English (additional language proficiency a plus);

Minimum Qualifications

- A Bachelor's Degree from an accredited college or university;
and
- Minimum of five years of related and satisfactory experience in a supervisory, administrative or executive position and/or training; or equivalent combination of education and experience;

Salary is competitive and commensurate with experience. Benefits package and NYS Pension.

For consideration, please send resume, cover letter and salary requirements to:
KCrean@nassaucountyny.gov

Nassau County is an Equal Opportunity Employer
PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE,
RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY
OTHER NON-MERIT FACTOR