



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, HOUSING (UCP)**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the director of the Urban County Program Director, this position directs and administers the Owner-Occupied, Homebuyer, CHDO, NSP, NSP3, and Disaster Recovery Programs offered through Hidalgo County's Urban County Program Department. Responsible for interpreting federal regulations and state policies as they relate to the programs. Develops and monitors the divisions overall compliance review strategy and processes to ensure that all policies, laws and other requirements of the applicable legal, regulatory, Federal and State entities, agencies are met. Plans, assigns, and supervises the work of others. Works under limited supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Direct and supervise the housing development rehabilitation staff

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Acts as a liaison with participants, lenders, and developers to obtain the most favorable lending requirements for home buyers and program participants

Maintains contact with counseling agencies and monitors the participants progress; develops counseling programs that will create long-term home ownership for program participants

Coordinate with various cities, agencies, nonprofit organizations and governmental entities to enhance home ownership opportunities for participants

Promotes the programs by developing and implementing and appropriate outreach approach

Responsible for ensuring the department complies with all applicable rules, regulations and requirements

Trains staff on new tasks and/or conducts cross-training

Develops and implements techniques for evaluating program activities

Develops and evaluates budget requests

Develops and implements policies, procedures and standards for compliance

Plans, implements, coordinates, monitors, and evaluates policies and procedures

Evaluates the program's effectiveness and efficiency to meet the organization's business goals

Research program changes and prepares reports, trainings and presentations

Provides technical guidance in the program area

Oversees the preparation of management and productivity reports and studies

Oversees special investigations, research studies, and internal audits

Represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees

Compile and prepare data and draft reports regarding the contract compliance program as needed or requested

Plans, assigns, and supervises the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in Political Science, Business Administration or related field

Three (3) years of experience in regulatory compliance, compliance audit, or the management of a HUD program relevant to the assignment

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certified as a HUD Specialist and/or Underwriter required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge of federal programs, regulations including Code of Federal Regulations, Federal Register, counseling programs and loan packaging for homebuyers and homebuyer assistance programs

Knowledge of accounting and budgeting principals and data processing including HUD IDIS reporting

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to write technical material clearly, concisely, and familiar with building and housing codes as appropriate

Must be able to interpret blue prints, plans, and specifications

Ability to work well with others

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations