EMPLOYEES/PUBLIC:

Demo Program Manager, Community Development

Annual Salary: $40,352.00 Grade: 25 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Examination is announced to establish an employment list in the Community Development Department and future vacancies as they occur to perform administrative tasks in required activities in managing a grant funded housing, commercial and neighborhood improvement program caseload, including assisting clients in the application process, processing forms and documentation, performing inspections of units, and coordinating construction/rehabilitation activities with contractors. Reports to the Community Development Administrator.

Minimum Applicant Qualifications:

- High school diploma or GED; supplemented by three (3) years of experience with grant-funded programs, paralegal work, mortgage lending banking, abstracting or any equivalent combination of education, training, and experience.
- Must possess a valid driver's license. Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment.
- **Strong Customer Service experience.**
- **Comprehension and application of regulations skills are a must!**
- **Strong mathematical skills and working knowledge of complex Excel spreadsheets and formulas is preferred.**
- **HUD grant, ownership research / title abstract; or mortgage banking experience is preferred.**
- **Construction vocabulary is also a plus.**

Work Schedule: Monday – Friday 8:00am – 4:30pm; May work after hours occasionally

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.
Accepting applications: Until filled

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