

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.

Benefits Offered: 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Community Development Department, and future vacancies as they occur.

Kind of Work

The purpose of this classification is 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 skills are a must!**
- **Strong mathematical skills and complex Excel spreadsheet knowledge preferred.**
- **HUD grant, ownership research / title abstract; or mortgage banking experience is preferred.**
- **Construction vocabulary is also a plus.**

Work Schedule:

Monday – Friday 8:00 – 4:30pm; May occasionally work after hours.

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 paper applications: Until filled

COMPLETE A PAPER APPLICATION AT: WWW.CITYOFALEXANDRIALA.COM UNDER OUR EMPLOYMENT PAGE

Completed applications may be submitted in one of the following ways:

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street Alexandria, LA 71301
- b. Email: civilservice@cityofalex.com
- c. Fax: (318) 449-5232

Civil Service Department Ph. (318)449-5030 Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.