



**EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Position Title: Development/Modernization Specialist
External/ Internal Posting

Announcement No.: 22-009

DEPARTMENT: Modernization/Development Department
SALARY RANGE: \$44,658 - \$71,448 per annum

OPENING DATE: Thursday, March 3, 2022
CLOSING DATE: Until Filled

POSITION SUMMARY: Under direct supervision of the Modernization/Development Coordinator, this position assists the Development/Modernization Coordinator with various aspects of the Housing Authority; and provides administrative staff assistance to the Development/Modernization Department. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in “bold.”

- Utilize HUD guidelines and regulations to review and monitor Certified Payroll Reports (CPR) submitted by contractors and their sub-contractors, to ensure compliance with Davis-Bacon wage regulations.
- Assist the Construction Manager and Construction Inspectors with day to day construction progress as required.
- Assist as required in all areas of grant application preparation and submittal.
- Prepare PowerPoint and other computer-generated presentations for Development/Modernization Department as required.
- Assist as required in the preparation of acquisition documents.
- Work with and maintain invoice/payment requests and tracking system.
- Type and file correspondence in an accurate and timely manner.
- Prepare and submit HUD required reports in accordance with HUD and Housing Authority policy and procedures.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended in the performance of duties and responsibilities.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Assist as required in maintaining drawing archives and logs in electronic systems.
- Maintain and archive files, parcel maps and numbers, and update project information logs in accordance with Housing Authority policy and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Perform related duties and responsibilities as required. Perform other duties as assigned
- Exercise good judgment in the performance of job duties.

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years experience in business administration, or labor relations, construction, or related work environments;

Education: Associate’s Degree from an accredited college or university with major course work in the areas of computer science, business administration, or labor relations or related field; Or five (5) years combination of education and experience;

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of SNRHA policies and procedures.
2. Knowledge of pertinent federal, state, and local laws, codes, and regulations.
3. Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
4. Ability to prepare clear and concise correspondence, reports, and agreements with little or no direction.
5. Ability to perform needed mathematic calculations including: addition, subtraction, multiplication, and division; calculating decimals, fractions, and percentages.
6. Ability to interpret and apply Housing Authority policies, procedures, local laws, and federal regulations.

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi, and Perform Data Entry.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with an updated resume attached. Applicants can visit www.snrha.org click on employment tab and complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.