



PIEDMONT TRIAD REGIONAL COUNCIL

TITLE: **Community Development Program Specialist II**

CATEGORY: Community Development

EOE STATEMENT: We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CLOSE DATE: Job posting will remain open until filled.

DESCRIPTION: The Piedmont Triad Regional Council seeks a detail oriented, self-directed learner, and independent operator to fill a core position in the Community Development department. The successful candidate will perform administrative work within CD department to support and represent the Section 8 HUD program to potential participants including landlords and tenants. Work includes the collection of information in order to complete client intake and eligibility verification. Specific tasks include income inquiry, math calculations, preparing correspondence, forms, reports, and maintaining various databases and spreadsheets with data entry. This position will staff various satellite locations. An employee may conduct and report on Housing Quality Standards (HQS) related to the Section 8 program. HQS inspections are conducted to ensure that Section 8 rental properties in various counties meet federal housing quality standards under HUD regulations for HQS compliance. Work is performed as part of community development solutions team including CD Program Intake personnel, CD Administrative Coordinator and work may be led by CD Project Coordinators and is performed under the leadership of the CD Project Supervisors.

POSITION REQUIREMENTS: Individual should have skilled attention to detail coupled with the ability to learn and apply HUD standards independently; Ability to establish and maintain effective working relationships with tenants and landlords; Basic math skills; Computer skills including MS Outlook, Excel, and Word; Ability to read and write legibly; Ability to communicate effectively with people from various socio-economic backgrounds; Ability to exercise tact and courtesy as well as mediate and resolve conflicts; Ability to maintain confidentiality; Ability to build and maintain good working relationships; and Knowledge of problems and needs of people with limited incomes. Any combination of education and experience achieving the equivalency of an associate degree in human services with the sufficiency to obtain the knowledge, skills, and abilities needed to perform the work and assignments of the position. Special requirements include a valid North Carolina Driver's License, passing the pre-employment drug screen and background screening process. Travel throughout 12-county region is required. Other travel may be required on occasion. The probationary employment period is completed by obtaining the last of the following requirements; Enterprise Income Verification (EIV) Certification, and six months of performance as an independent operator.

ABOUT THE ORGANIZATION: The Piedmont Triad Regional Council is the Lead Regional Organization that collaborates with the local leaders of the 12 county Piedmont Triad region to implement creative regional solutions with the mission to improve the lives of the community. The PTRC accomplishes its mission through seven programs that include the Area Agency on Aging, Criminal Justice Systems Administration, Economic Development, Community Development, Management Services, Regional Planning, and Workforce Development. The PTRC hires and retains staff that is at the top of their field. [See why our employees love working at the PTRC.](#)

For more information on job postings please visit <https://www.ptrc.org/about/job-openings-careers>

SALARY RANGE: Salary \$38,761 DOQ. Organization provides excellent benefits including NC Local Governmental Employees Retirement System (NCLGERS).

EXEMPT/NON-EXEMPT: Non-Exempt

FULL-TIME/PART-TIME: Full-Time

LOCATION: Kernersville

OPEN DATE: 7/10/2020

DOCUMENT UPLOAD: [Benefits for Full Time Employees FY 2019-2020\(5\).pdf](#)