



COGs are voluntary organizations of local government entities that coordinate programs and services to address requirements or city needs that cross jurisdictional boundaries. There are over 500 COGs throughout the United States.



EMPLOYMENT OPPORTUNITY WITH YAKIMA VALLEY CONFERENCE OF GOVERNMENTS: HOUSING SPECIALIST

To learn more about this position, go to www.yvcog.org, click on Employment.

**Yakima Valley Conference of
Governments**

311 N 4th Street, Suite 204

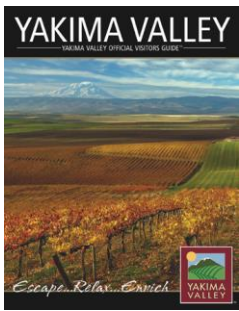
Yakima WA 98901

<http://www.yvcog.org>

ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS ...

Established over 50 years ago, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working together on land use, transportation, environment, and other common issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 256,700 people, 50.7%



of whom are Hispanic and Latino, the region is culturally rich and diverse.

Applicants will find a family friendly environment that offers affordable housing with a median cost of housing in the \$220,000 range. Small town living galore, the region offers urban living in the City of Yakima which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

ABOUT THE HOUSING SPECIALIST POSITION:

The Housing Specialist will be responsible for designated housing service programs, ensuring that goals and objectives are met within the prescribed timeframes and funding parameters. The successful candidate will assist, coordinate, and facilitate grants, primarily housing and urban development grants. Monitors federal grant awards, subrecipient contracts and environmental review records for compliance. Assists developers, subrecipients and Community Housing Development organizations with funding housing projects. The person will be responsible for submitting activity reports to grantors and ensuring deliverables are being achieved. They will interact and work collaboratively with a broad range of housing experts. This position is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the Member’s goals and objectives to ensure the economic health and vitality. This person will be responsible to build relationships with grantors and to serve as a resource to internal and external stakeholders. It is extremely important this person can manage multiple projects meeting deadlines.

PRIMARY RESPONSIBILITIES:

The Housing Specialist performs the assigned job duties under general supervision as follows:

- Establish CDBG housing rehabilitation program policies and procedures, incorporating CDBG income qualification and beneficiary reporting requirements.
- Conduct outreach and market the rehabilitation assistance program.
- Verify contractors do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in CDBG file.
- Monitor program progress and compliance with applicable federal and state regulations.
- Coordinate the development and implementation of approved housing action plans.
- Oversee and coordinate housing projects; develop regulations, programs, strategies and action plans.
- Establish pre-approved list of contractors.
- Plan, direct and coordinate, contractors and consultants, Housing Project's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key personnel to identify and resolve problems.
- Ensure compliance with applicable laws and regulations.
- Direct the preparation of grant proposals for additional funding from State and Federal sources; administer grants and ensure successful completion of work program.
- Administer contracts with outside consulting services as required; advertise, interview and select consultants; negotiate work programs for subsequent contracts.
- Research vendor's/supplier's capabilities, identify a pool of candidate vendors/suppliers for project consideration.
- Negotiate contract terms, pricing and payment schedule, ensuring that the agreements with the vendors/suppliers are commercially advantageous.
- Monitors contractors and maintains compliance requirements, reporting and recordkeeping requirements, and performance; audits files; interprets governing regulations and procedures.
- Monitors federal ERR (Environmental Review Records) documents for various funding programs for compliance.
- Monitors, reviews, and reports on program progress and impact.
- Various administrative duties including meeting minutes, scheduling, calendaring, filing, record keeping, and follow up phone calls.
- Represent YVCOG by serving on committees concerned with the development and implementation of new or improved services, programs, and policies
- Coordinate project schedules and deadlines, ensuring that all involved tasks are on track to meet deadlines and deliverables.
- Gather and provide public records if requested.
- This list of job responsibilities is not all inclusive.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate degree from an accredited college or university or work experience in the administration of federally funded or other grant programs. (equivalent experience may substitute for education on a one-one basis)
- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess valid auto insurance
- Have the ability to travel throughout the Yakima region and state on a regular basis, at times during inclement weather conditions
- Prefer prior experience with federal Housing and Urban Development (HUD) guidelines
- Prefer prior experience working with federal grants
- Prefer prior experience working in the public sector

KNOWLEDGE OF FOLLOWING ABILITIES:

- Demonstrate project implementation and completion success
- Ability to comprehend, analyze, evaluate, and communicate in writing and/or orally technical information to non-technical audiences
- Demonstrated interest in the field of public safety, housing, health, and transportation
- Strong client management and customer service skills
- Ability to develop and present information to groups; public speaking experience
- Ability to work under pressure, organize work assignments, set priorities, and meet deadlines
- Ability to act in a tactful and diplomatic manner and work on sensitive issues with diverse group of individuals
- Must be able to work independently and as part of a team, have strong collaboration skills and sense of responsibility.
- Competency with MS Office required.

SALARY & BENEFITS:

- Hiring salary range for this position (DOE): **\$58,054 – 60,965**
- Eligible for Personal Time Off (PTO) and Sick Leave
- Fourteen (14) paid holidays per year
- Health benefits include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and life insurance
- Eligible to participate in DRS Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Wellness Program
- Employees work in the office during the probationary period with an option to work remotely after the probationary period if approved by Executive Director

All positions at YVCOG are Grant or Contract supported.

HOW TO APPLY: Position Open Until Filled

To apply for this opportunity, email your resume, a cover letter and the answers to the supplemental for this position to: yvcog.hr@yvcog.org

Include in your resume:

Experience in essential duties listed in this job description

Knowledge in listed abilities in this job description

Required education and experience listed in this job description

Yakima Valley Conference of Governments employees consist of grant-funded or city supported positions. Employment as a staff employee of the Yakima Valley Conference of Governments is considered to be at will and may be terminated by you or YVCOG at any time.

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.
For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.
This is a drug and tobacco free workplace.**