



County of Hawai'i Planning Department Job Posting for Disaster Recovery

Position Title:	CDBG-DR Housing Specialist
Department:	Planning
Reports To:	CDBG-DR Housing Program Supervisor
Job Type:	This position is exempt from civil service. Employment will be through contract.
Duration:	Temporary for one year, with the ability to extend based on the availability of funding and the County's business needs.
Salary Range:	\$51,024 - \$62,136 Annually
Benefits:	This position provides for benefits including, but not limited to, medical insurance, paid leave, retirement, and overtime as regulated by applicable collective bargaining agreements and any federal or state laws.

Duties Summary:

This position performs duties to implement housing programs related to recovery from the 2018 Kīlauea eruption with Community Development Block Grant funds for Disaster Recovery (CDBG-DR) provided to the County by the U.S. Department of Housing and Urban Development (HUD).

Duties and Responsibilities:

- Deliver housing-related programs associated with the CDBG-DR funds including, but not limited to, a Voluntary Housing Buyout Program and Housing Relocation Services.
- Provide case management and assistance to applicants for CDBG-DR housing programs.
- Assess program application submittals for eligibility, designate and process submittals qualifying for program assistance, manage case files, and maintain program records.
- Generate, review, and process written reports, documentation, logs, correspondence, public notices, and informational material.
- Engage with Department staff, other governmental offices, contractors, community partners, and program applicants.
- Conduct informational meetings with contractors, consultants, private and nonprofit organizations, government employees, and general public.
- Apply and contribute to policies and procedures to administer CDBG-DR programs and funding.
- Prepare and process program documentation and funding applications.
- Conduct field work and site inspections.
- Assist with grant and financial management, as may be required.
- Participate in programmatic audits with internal and external auditors, as may be required.
- Understand and interpret agency functions, regulations, policies, and procedures.
- Perform other related duties as required.



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Preferred Qualifications:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in social work, health and human services, public administration, business administration, economics, finance, accounting, or a related field.
- Two (2) years of professional experience with any combination of social work, health and human services, community and economic development, housing services, public administration, and/or public finance.
- Experience in case management, determining eligibility, interviewing, and assessing the needs of clients.
- Exceptional written and verbal communication skills.
- Demonstrated ability to prioritize tasks, exercise judgement and take initiative to organize assignments.
- Proficient with standard office computer software; experience with standard office equipment.
- Experience working with government and community agencies is desirable.

Application Deadline:

There is no application deadline. We encourage interested applicants to apply as soon as possible since this recruitment may close at any time.

To apply for this position please submit cover letter, resume, and references by email to douglas.le@hawaiicounty.gov.

If an applicant is interested being considered for multiple positions currently being recruited for, please discuss your candidacy for each position in the cover letter. Applicants do not need to submit multiple applications to be considered for different positions available.