

**CITY OF NEW HAVEN**  
**DEPARTMENT OF HUMAN RESOURCES**  
**200 ORANGE STREET, NEW HAVEN, CT 06510**  
www.newhavenct.gov

**POSTED: NOVEMBER 29, 2021**  
**REMOVAL DATE: DECEMBER 17, 2021**

**POSITION: PROGRAM MANAGER (M-5056) (NOT TESTED)**  
**DEPARTMENT: LIVABLE CITY INITIATIVE**  
**SALARY: (Within RANGE 6): \$44,818 -\$49,423 ANNUALIZED**  
**HOURS: 35 HOURS PER WEEK**  
**FUNDING: SPECIAL FUNDS**

***CONTINUED EMPLOYMENT CONTINGENT UPON AVAILABILITY OF FUTURE FUNDING***

This is a responsible position requiring professional and administrative skills. Work involves day to day program management in a variety of housing loan programs. Work requires independent judgment in processing program activities as well as preparation of reports. This position requires extensive public contact in the process of intake, qualifications and program management. All work is performed under the supervision of the Deputy Director, or a designee, through review of work and conferences.

**MINIMUM REQUIREMENTS include:**

Graduation from an accredited four-year college with courses in management, accounting, and business with two to five years of experience in positions involving research and program administration with emphasis on housing needs, lending or any equivalent combination of training and experience which provides the necessary knowledge, abilities and skills as stated in the job description, including but not limited to: Knowledge of program, public and private funding sources and mechanisms available to accomplish City development objectives. Knowledge of the principles and practices of mortgage underwriting. Ability to monitor and manage tracking of program performance. Ability to analyze facts and to exercise sound judgement to arrive at decisions concerning grants of public funds to property owners for rehabilitation loans and grants. Ability to undertake research, collect, and analyze data and prepare written reports.

**TO APPLY**

In order to be considered for this title, you must apply during the posting period via the online application portal.

- 1) Go to <https://newhavenct.munisselfservice.com/>
- 2) Click on the "Employment Opportunities" link in the right margin (or found under "Expand Menu" if on a handheld device) and follow all instructions provided on that page. You will need a valid, working email address to apply.

Employment is contingent upon the successful completion of: (1) a pre-employment background check, (2) a pre-employment physical examination, including pre-employment drug screening, (3) registration in the New Haven COVID Vaccination/Testing portal and providing proof of full vaccination as per the Mandatory COVID Vaccination/Testing Policy (available to review at [www.newhavenct.gov/gov/depts/hr/default.htm](http://www.newhavenct.gov/gov/depts/hr/default.htm)), and (4) a 90-day probationary period. Instructions and information on this pre-employment process are included in Conditional Offer of Employment.

This position is included in a collective bargaining agreement with Local 3144, American Federation of State, County and Municipal Employees.

Applications for this position only accepted online at <https://newhavenct.munisselfservice.com/>.

If you experience technical difficulties in the online application process, please contact our office at 203-946-8252 or email [NHJobs@newhavenct.gov](mailto:NHJobs@newhavenct.gov).

**Please note that the only method of communication with applicants for this position will be by email. You must provide valid, working email address and you will need to monitor your email, including spam/junk folders, for correspondence from the New Haven Human Resources Department.**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States.**

## **PROGRAM MANAGER**

### **NATURE OF WORK**

This is a responsible position requiring professional and administrative skills. Work involves day to day program management in a variety of housing loan programs. Work requires independent judgment in processing program activities as well as preparation of reports. This position requires extensive public contact in the process of intake, qualifications and program management. All work is performed under the supervision of the Deputy Director, or a designee, through review of work and conferences.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Implements and administers residential housing programs, including but not limited to: residential loan programs and Foreclosure Registration Ordinance which includes registration, maintaining reports, processing demand/fine letters and issuing liens.

Reviews and recommends applications for grants and loans involving knowledge of federal regulations including but not limited to HOME, CDBG, and LEAD.

Monitors and manages tracking of program performance.

Makes eligibility determinations and prepares cases for financial assistance.

Assists in developing administrative procedures and guidelines for the program when necessary.

Assists in new program design and implementation as required.

Identifies appropriate funding sources based on program requirements and tracks funding source budgets dealing with residential loan programs.

Monitors case compliance with federal, state and local regulations.

Processes and approves payment request documents for work performed as part of the related programs.

Prepares reports for federal, state and local agencies and related work required.

Actively market housing programs in order to meet established goals.

Performs related tasks as assigned by Deputy Director or Executive Director, including but not limited to preparation of Request for Agreement, scheduling appointments, drafting letters, and assisting with monitoring preparation.

Performs other related work as required.

### **REQUIREMENTS OF WORK**

Graduation from an accredited four year college with courses in management, accounting and business with two to five years of experience in positions involving research and program administration with emphasis on housing needs, lending; or any combination of training and experience which provides the following knowledge, abilities and skills:

Knowledge of program, public and private funding sources and mechanisms available to accomplish City development objectives.

Knowledge of the principles and practices of mortgage underwriting.

Ability to monitor and manage tracking of program performance.

Ability to analyze facts and to exercise sound judgement to arrive at decisions concerning grants of public funds to property owners for rehabilitation loans and grants.

Demonstrate ability to communicate ideas clearly in writing.

Ability to undertake research, collect and analyze data and prepare written reports.