

BRIAN SANDOVAL
Governor

STATE OF NEVADA



C.J. MANTHE
Director

STEPHEN AICHROTH
Administrator

Department of Business & Industry
NEVADA HOUSING DIVISION

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – September 28, 2017

AFFORDABLE HOUSING ADVOCATE – NEVADA HOUSING DIVISION

The Nevada Housing Division is seeking qualified applicants for the position of Affordable Housing Advocate. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT: This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Housing Division Administrator with the consent of the Director of Business and Industry.

POSITION RESPONSIBILITIES: Under the general direction of the Deputy Administrator of the Housing Division, the Affordable Housing Advocate will be the first line of communication with individuals who are seeking affordable housing, having issues with their affordable housing provider or looking to improve the quality of their lives through Division programs. The position must be familiar with the programs within the Division which may be used to assist Nevada residents with their housing affordability issues. The position will respond to in-person, telephonic and written inquiries from residents and will provide assistance to them in regards to their rights and responsibilities. The position will conduct community outreach to constituents including senior citizens, veterans, disabled individuals and low to moderate income persons. The Advocate will connect constituents with available resources. The position will also develop relationships with manufactured housing communities, fair housing service providers, federal agencies, property managers, affordable housing developers, resident councils and legal aid services. The position will establish and maintain a database system tracking intake from Nevada residents who have contacted the Division regarding housing issues.

The Affordable Housing Advocate must possess strong communication skills, including the ability to make public presentations to large and small groups, write materials used in outreach and create other reports as necessary. Strong interpersonal and organizational skills including the ability to interact successfully with local officials, community leaders, board members, committees, staff, volunteers and the public are necessary to find common ground and develop consensus among disparate interests. The Affordable Housing Advocate must exercise independent judgment, work with limited supervision, effectively resolve conflicts and be able to deal with frequent interruptions.

QUALIFICATIONS/REQUIREMENTS: The ideal candidate will have a Bachelor's degree in business administration, public administration, or related field and/or an equivalent combination of experience and/or education. At least 2 years of professional experience with affordable housing programs is preferred as is fluency in English and Spanish. Also, the candidate will have a proven ability to read, analyze and interpret statutes and regulations, as well as strong computer and writing skills. The candidate must possess a valid Nevada driver's license and be able to operate a motor vehicle. Candidate must have the ability to enter structures which may or may not be ADA compliant.

■ 1830 E. College Pkwy #200, Carson City, Nevada 89706 (775) 687-2240 Fax: (775) 687-4040

□ 3300 W. Sahara Ave., Ste. 300, Las Vegas, Nevada 89102 (702) 486-7220 Fax: (775) 486-7227

ANNUAL SALARY: Up to \$75,226.00. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, and dental insurance, 11 paid holidays, paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

LOCATION/TRAVEL: The position will be staffed in Las Vegas, Nevada with periodic in-state travel required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

TO APPLY:

Submit a resume and cover letter expressing your interest and background, as well as three professional references to:

Perry Faigin
Chief of Administration
Nevada Housing Division
1830 E. College Parkway Suite #200
Carson City, NV 89706

Or via email to: pfaigin@housing.nv.gov

In the subject line please reference: **Affordable Housing Advocate**

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer