

Special Projects Coordinator

[APPLY](#)

Job Summary

This position is in the Office of the Deputy Director, Development Finance Division, Department of Housing and Community Development (DHCD).

Duties and Responsibilities

Manages the overall 'Request for Proposal' process for the Division of Development Finance to include the delivery, processing, editorial, and production. Serves as a source of expertise by giving advice and counsel to the Deputy Director on the implementation of comprehensive community initiatives consistent with strategic neighborhood action plans. Supports the Deputy Director in conducting outreach to community-based organizations, private developers, major corporations, and business leaders. and Federal and district government officials. Represents the Division or Department in various public and government forums in the Deputy Director's absence.

Monitors and tracks priority projects as assigned by the Deputy Director. Follows up and ensures completion of outstanding issues. Prepares studies and recommendations on the economic and financial feasibility of these priority projects. Prepares and analyzes economic studies and responses to inquiries of interested citizens, congressional, and other offices of the District Government as assigned.

Qualifications and Education

Specialized Experience – Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and this is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Licenses and Certifications

None

Working Conditions/Environment

Work is generally performed in an office setting.

Promotion Potential

No known promotion potential.

Other Significant Facts

OPEN UNTIL FILLED, FIRST SCREENING DATE: July 15, 2024

Tour of Duty: Monday - Friday 8:15 a.m.- 4:45 p.m.

Pay Plan, Series, Grade: CS-0301-14

Collective Bargaining Unit: This position is in a collective bargaining unit.

Position Destination: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Residency Requirement: If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.