

Strategic Programs Specialist

[APPLY](#)

Job Summary

This position is in the Office of the Director (OD) of the Department of Housing and Community Development (DHCD). The Office of the Director is primarily responsible for the expert management of the agency and ensuring alignment of DHCD spending plans with citywide development objectives; managing and developing special initiatives; identifying, applying for, and managing additional sources of grant funding; meeting DHCD's federal and District reporting requirements; managing Department risk through the timely development of business process improvements; and communication and marketing of Departmental programs.

Duties and Responsibilities

Serves as an expert Strategic Program Specialist involved with developing strategic plans and reports; responsible for identification and preparation of grants; coordinates, develops, and evaluates data; makes expert recommendations regarding policies, programs, and procedures; develops performance measures; contributes to development of the budget; conducts research and analyses on the district's resident's needs; develops and implements special initiatives; and attends meetings.

Develops and prepares all federal and District reports (e.g., Consolidated Action Plan, performance measure reports, and reports to the Council of the District of Columbia) Responsible for the identification of and application for competitive federal and private grants to augment the Department's operating budget. Participates in the development of the Department budgets and necessary budgetary presentations.

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-0301-13

Collective Bargaining Unit: This position is not a part of 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.

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.