

**Date Posted:**  
**01/25/2023**

**Job No: 2023-5119**

**FORT BEND COUNTY**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**JOB TITLE: HOUSING PROGRAM SPECIALIST**

Fort Bend County is one of the most ethnically diverse counties in the United States. Located thirty-five minutes from downtown Houston, our county offers big city services with hometown hospitality.

**JOB SUMMARY:**

Administers and oversees the County's federally funded Housing Rehabilitation Program. Participates in planning of programs, policies or objectives for own work group and department.

**DUTIES & RESPONSIBILITIES:**

- Conducts construction inspections daily to ensure progress in compliance with guidelines and building codes.
- Prepares scope of work for construction projects; Prepares construction contracts.
- Develops rehabilitation general specifications incorporating applicable building codes and changes in construction industry.
- Reviews and approves contractor pay requests and assesses penalties where required, to determine that work performed is to housing standards and building code.
- Reviews and tabulates contract bids for program participants.
- Performs homeowner site visits to determine homeowner eligibility for funds.
- Prepares reports, such as housing rehabilitation reports, job progress, homeowner's list, environmental review, as required to meet HUD program reporting and monitoring responsibilities.
- Assists with annual budget preparations; tracks and/or monitors budget expenditures.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers including CDBG-DR and HOME ARP.

**REQUIREMENTS:**

- Bachelor's degree in Construction Management or related field such as Architecture, Real Estate, Planning.
- 3 years job related experience in single-family and multi-family residential construction
- Strong computer skills including MS Office Suite
- Verbal and written communication skills, including interpersonal skills and the ability to deal effectively with the public and other employees
- Strong organizational skills and the ability to complete assigned projects in a timely manner.
- Working knowledge of local building codes and multi-city building ordinances; Department of Housing and Urban Development (HUD) regulations and construction industry;
- Lead Based Paint (LBP) assessor certification within 6 months of employment.
- Bilingual preferred.

**SALARY RANGE:** \$24.24 - \$30.30 hourly based on qualifications

**CLOSING DATE:** Upon filling position

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit [www.fbctx.gov/comply](http://www.fbctx.gov/comply)

**To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)**