



SUMMIT COMBINED HOUSING AUTHORITY

POSITION VACANCY NOTICE

DATE POSTED: 11/22/2021

JOB TITLE: Housing Program Technician

DEPARTMENT: Summit Combined Housing Authority

The Summit Combined Housing Authority (SCHA) is a multi-jurisdictional housing authority formed by an intergovernmental agreement between Summit County and the towns of Breckenridge, Dillon, Frisco, Montezuma, and Silverthorne. The SCHA administers multiple programs to assist the member jurisdictions in addressing area housing needs.

The Program Technician, under the ultimate direction of the SCHA Executive Director, will generally be responsible for certain programs or activity areas. This responsibility includes coordinating and managing the day-to-day activities required by these programs/activities.

POSITION DUTIES:

- Assist with SCHA data management. This includes creating reports and forms, helping maintain databases, and assisting with other data management as needed
- Assist with the processing of housing applications, resale calculations, and deed monitoring activities
- Field public questions by phone and email, and help cover the SCHA front desk during business hours
- Assist with general administration tasks as needed

MINIMUM QUALIFICATIONS:

Education and Training: This position requires at a minimum an associate's degree in a related field such as: Planning, Housing, Community Development, Public Health, Social Services, Public Administration, Business or Finance;

Practical Experience: A minimum of (2) years of experience in Housing, Property Management, Program Management, Project Management, Finance, Real Estate, Public Administration, Community Development, Planning, Real Property Escrow and Title, Principles and Practices of Real Estate Law, Public Housing Programs, GIS, Government Policy or related field. Public sector or local government experience (preferred). Experience with affordable housing programs (preferred). Competency in Microsoft office with advanced excel skills and reporting desired.

STARTING SALARY: DOE bi-weekly, plus excellent benefit package.

APPLICATION DEADLINE DATE: This position will be open until filled. Please submit an application, cover letter and resume online at www.summitcountyco.gov/jobs, via mail to Summit County Government, Human Resources, P.O. Box 68 Breckenridge, CO 80424, or via email to HumanResources@summitcountyco.gov. For more information regarding the Summit Combined Housing Authority Program Technician position, please contact Rob Murphy at robm@summithousing.us.

EQUAL OPPORTUNITY EMPLOYER

