



-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Data & System Specialist

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Devyn Smith at devynsmith@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 599911 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHEDA's Indianapolis headquarters and will require some travel.

Please see next page for job description.



ADDRESS 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204
PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.ihcda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Eric Holcomb



Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDCA

Job Expectations

Title	Data and System Specialist	Non-Exempt
Reports to	Director of Real Estate Compliance	Date last revised: February 2016
Supervises	N/A	
Summary	The Data and System Specialist contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by providing support to the Real Estate Development team, specifically the Compliance and Asset Management division. Attention to detail and responsibility in completing assigned tasks without prompting is critical.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	

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<p>Key outcomes expected</p>	<p>Respond in a helpful and timely manner to inquires, either by phone, email, or in person, from customers, intermediaries, locally elected officials, and other interested parties of real estate activities. Specifically, serve as primary point of contact for all questions regarding the online reporting system.</p> <p>Perform a variety of database management functions including but not limited to:</p> <ul style="list-style-type: none"> • Run queries and reports- e.g. list of existing properties for constituents, outstanding Owner Certifications report, etc. • Manage and provide technical assistance to online web users • Data entry and management of properties and applications • Verify input data to ensure accuracy and consistency • Process payments into the accounting system • Create State, County, and local maps using various data points <p>Conduct data analysis and research projects for the Real Estate Department.</p> <p>Ensure information on the Real Estate Development section of the website is accurate, current, and complete. Post new manuals, forms and RED notices on the website as they become available. Maintain webpages in an organized and user-friendly fashion.</p> <p>Coordinate the logistics of trainings, working groups, and public meetings. Handle the registration for trainings by creating events in Cvent, maintaining registrations in Cvent, and processing training payments in both Cvent and DMS.</p> <p>Accurately prepare in a timely manner general correspondence to owners, management companies, IRS, general public, etc. as requested, including award notifications, denial letters, LUG letters, tax credit conditional commitment letters, documentation requests, etc.</p> <p>Receive, process, and distribute all Annual Owner Certifications. The System Specialist may also review Owner Certifications as assigned by the Compliance Manager or Chief Real Estate Development Officer.</p> <p>Maintain an up-to-date procedure manual for the System Specialist position.</p> <p>Create and maintain appropriate filing systems for various funding sources.</p> <p>Ensure IRS Form 8823s are sent to the IRS on a weekly basis</p> <p>Responsible for coordinating the Department’s content to be released each month in the IHCD INFO.</p> <p>Create new covers for manuals and format the written content of manuals.</p> <p>Ensure front desk phone coverage during the Real Estate Department’s designated time</p> <p>Coordinate the Department scanning and imaging of files by sending appropriate items (e.g. denied application files, inactive project files, etc.) to scanning department in labeled boxes.</p> <p>Enter required information into a weekly tracking report.</p> <p>Perform other duties and responsibilities as assigned by the Compliance Manager and/or Chief Real Estate Development Officer.</p>
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<p>Critical skills, knowledge, and behaviors</p>	<p>Demonstrates customer service orientation.</p> <p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>High detail orientation and accuracy.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). Experience with data base management/entry preferred.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment.</p> <p>Demonstrates proficiency in basic mathematics.</p>
<p>Education, experience, degrees, licenses</p>	<p>Post-secondary education strongly preferred.</p>
<p>Work environment and physical demands</p>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>

IHCDCA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDCA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.