

HOUSING DEVELOPMENT OFFICER, SENIOR

KIND OF WORK

Professional level responsibility for the development, implementation, coordination and oversight of the ongoing operations of housing programs.

NATURE AND PURPOSE

Employees in this class are responsible for recommending the development and implementation of agency policies and procedures. The incumbent will take a leadership role in team settings towards the solution of broad problems.

This position independently is responsible for higher level processes, programs and projects with greater financial consequence than the Intermediate level position.

THE HOUSING DEVELOPMENT OFFICER, SENIOR (HDO, SR.) DIFFERS FROM THE HOUSING DEVELOPMENT OFFICER (INT (HDO, INT.)) IN THAT THE HDO SR. REQUIRES THE INCUMBENT TO:

Serve as a lead role for a work group, trainer, mentor, informal group leader, or have a significantly higher level of discretion and authority than the HDO, INT.

EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned)

- Evaluates requirements for a wide variety of housing programs. Translates program requirements into system requirements.
- Defines and recommends options for system use, acting as the functional systems expert.
- Maintains budget allocation for system usage program disbursements.
- Develops training materials and conducts internal and external training.
- Develops marketing and outreach plans for effective program delivery and execution.
- Leads the management of current programs or new programs to meet agency goals.
- Administers local and national partnerships with external and national organizations
- Develops and delivers effective written and verbal presentations for a variety of stakeholders ranging from external partners to senior management and the Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Bachelor's degree plus three years of experience; or seven years of equivalent experience.

Knowledge of:

- Thorough knowledge of federal and state laws pertaining to housing delivery systems.
- Subsidized housing, property management principles and practices, and marketing techniques.
- The axioms of accessibility and the various means of their implementation and understanding of how various handicapped conditions affect residential independents.
- Considerable knowledge of the conventional government guaranteed or insured and privately insured residential single family mortgages.

- Real estate laws, MHFA, FNMA, FHA, VA programs, regulations and banking laws related to real estate laws.
- Basic financial and accounting principles applicable to loan management.

Ability to:

- Demonstrate advanced analytical and problem solving skills.
- Develop and maintain effective working relationships with customers (business unit staff, information technology staff and external customers).
- Prepare and evaluate financial data and reports relating to various housing programs.
- Take a leadership role in team settings.

Est.: 12/18/73
Rev.: 4/78; 5/82; 5/13

T.C.:
Former Title(s):