

HOUSING DEVELOPMENT OFFICER, INTERMEDIATE

KIND OF WORK

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

NATURE AND PURPOSE

An employee in this class is responsible for the ongoing day to day administration of a program, projects or processes and has independent authority to make monetary decisions. This is the first level professional position in the housing series. It runs smaller programs or parts of larger programs, or other tasks like performing audits and is highly technical. An employee in this class serves as a primary contact and agency representative to contracted parties and the public for a specified program, or process area.

THE HOUSING DEVELOPMENT OFFICER, INTERMEDIATE (HDO, INT.) DIFFERS FROM THE HOUSING FINANCE PARA-PROFESSIONAL, SR. IN THAT THE HDO INT. REQUIRES THE INCUMBENT TO:

- Run smaller programs, or parts of large programs, or audit programs.
- Perform highly technical and exercise more independent action than the Paraprofessional, Sr.
- Deal with a greater consequence of error and take more independent action than the Paraprofessional, Sr.
- Work all, or almost all, professional housing activities.
- Take responsibility for program compliance (legal and statutory), budgetary oversight and for meeting production goals.

EXAMPLES OF WORK

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

- Collects, verifies and documents factual information to aid the Agency Board in determining whether low and moderate income housing development proposals are acceptable under the agency's criteria for construction and permanent financing.
- Assists housing sponsors to understand the agency's mortgage loan criteria so that acceptable housing intake proposals are assured.
- Assists in business development with customers and conducts board presentations.
- May lead temporary work project teams in area of expertise.
- Collects, prepares and reports factual data relating to the economic, social, environmental feasibility of various housing developments so that this information is available to staff members.
- Aids the agency's staff so that contractual services (such as market research, engineering, architectural, legal and accounting) are coordinated.
- Participates in housing research projects so that information is available for housing policy determinations.
- Provides technical assistance and formal training to partners and customers.
- Monitors ongoing programs and develops action plans to resolve issues.
- Analyzes financial impact and presents recommendations to management.

- Delivers competent, informative presentations in various settings, formal training to customers, program discussions within internal committees and working groups and individual audit interviews with owners/agents.
- Conducts audits and identifies and reports on trends/problems.
- Recommends quality, training and general operational improvements.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Bachelor's degree and 3 years of housing experience or equivalent.

Knowledge of:

- Lender operations and lending practices.
- Working knowledge of state and federal laws relating to housing finance and real estate transactions.
- Some knowledge of housing supply, and market conditions.
- Knowledge of the economic, social, environmental and community feasibility and impact of on housing applications
- Strong problem solving ability.
- Strong written and oral communication skills and proficiency in developing and articulating persuasive arguments.

Ability to:

- Establish and maintain effective working relationships with partner and customer groups.
- Effectively communicate ideas, issues and concepts of moderate complexity, both orally and in writing.
- Prepare clear and concise reports.

Est.: 5/14/75 T.C.:

Rev.: 4/78; 5/13 Former Title(s):