

HOUSING PROGRAM/POLICY SPECIALIST

KIND OF WORK

Advanced professional housing program and policy development work.

NATURE AND PURPOSE

Employees in this class will provide analysis of affordable housing issues, recommend policy directions, advice management in housing policy formulation and perform related work.

THE HOUSING PROGRAM POLICY SPECIALIST DIFFERS FROM THE HOUSING DEVELOPMENT OFFICER, SR. IN THAT IT:

- Most positions in this class function as a team lead. However senior level underwriters may be assigned to this class as well select positions that represent the Agency to the external environment where there is significant risk and independent action.
- Provides leadership across divisional or departmental lines.
- Has more influence on Agency direction and handling complex business problems.
- Has wide latitude to act independently and make decisions with risk associated to the Agency.
- Serves as project manager for the most complex projects and is an experienced policy analyst providing leadership in a policy area.

EXAMPLES OF WORK

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

- Serves as a team lead including issuing and monitoring assignments. Acts as a mentor/trainer for newer employees both on their team and across their division.
- Independently works and builds networking partnerships and relationships with external partners regarding policy and coordinating the implementation of programs.
- Represents the Agency before outside parties on a regular basis and communicates results to internal managers and staff.
- Represents the Agency beyond the the incumbent's program with a wide variety of partners on the local and National level.
- Leads agency-wide work teams of professional and technical employees, addresses strategic issues and determines long term agency strategies to accomplish objectives within appropriate time frames.
- Develops and manages annual revisions to the most key programs or processes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor's degree and five years relevant experience. A master's degree in an appropriate field may count for two years of experience.
- Sufficient knowledge of the housing industry and Agency programs to monitor and anticipate State and Federal legislative changes and recommend organizational direction and strategy.
- Knowledge of Agency programs sufficient to conceptualize ideas for new programs.
- Knowledge of legal parameters associated with Agency programs sufficient to provide extensive technical advice when issues arise.

- Knowledge of various housing industry financing options to make Agency-specific decisions.
- Knowledge of the implications and actions needed to move the Agency forward and the long range implications of decisions and actions beyond own functional area.
- Ability to serve as a team lead.
- Ability to develop implementation plans and measurement standards for new programs.
- Ability to create new products, or modify existing programs/products for newly identified unmet housing needs.
- Ability to address current Agency policy development and evaluation needs by applying appropriate policy analysis and research tools.
- Strong project management skills.
- Ability to perform critical analysis of complex policy, legal and financial issues and multidimensional problems and recommend solutions.
- Ability to present and represent the Agency in speaking engagements and as a panel member at the National and local level.
- Ability to seek and develop new partnerships with housing/related industries.

Est.: 6/20/96
Rev.: 3/23/00; 5/13

T.C.:
Former Title(s):