

## HOUSING FINANCE PARA-PROFESSIONAL SENIOR

### KIND OF WORK

Advanced detailed technical work and/or subject matter expert with independent responsibility. to support the development, implementation and ongoing financial success of affordable housing programs.

### NATURE AND PURPOSE

Under limited supervision, performs a variety of technical activities associated with housing finance programs including business processes, market analysis, underwriting, property management, loan closings, development and/or program reporting of housing programs. Incumbents have considerable technical program-related contact with housing developers, property managers, lending institutions, and the general public. The incumbent shares expertise with other staff as a technical advisor.

### THE HOUSING FINANCE PARA-PROFESSIONAL SENIOR DIFFERS FROM THE HOUSING FINANCE PARA-PROFESSIONAL IN THE FOLLOWING WAYS IN THAT THE SENIOR LEVEL REQUIRES:

- A better grasp of the different and broader aspects of work that extend beyond the confines of the work unit. There is an added complexity and variety of programs and the levels of problems needing resolution. Problems are more specialized and less routine. The incumbent may administer an individual portfolio that provides support work for various work units or teams. Greater flexibility to administer funds is expected.
- A strong understanding of housing and loan programs and policies related to their work unit. Work is typically more focused on a single area of housing, or unique technical experience. Work is independent, requires good negotiation skills, the ability to adjust to different communication styles and problem-solving skills. Timelines are critical to work success. Policy interpretation and implementation is required.
- A detailed knowledge of housing industry business process and developing relationships with developers and customers.
- Greater know how, problem solving and accountability that could focus around delivering board reports, responsibility for small programs, greater problem solving/analysis and external partner relations including giving guidance and interpretation of programs.
- May perform a mix of professional and paraprofessional duties.

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

- Advises professional staff on technical work to update and enhance the website.
- Identifies leads and develops internal process improvements to increase efficiency within the division.
- Writes succinct reports based on templates.
- Produces accurate and thorough reports and legal documents that are compliant with federal regulations and contract requirements.
- Delivers competent, informative presentations in various settings, formal training to customers, program discussions with internal committees and working groups.

- Represents one or more affordable housing program to a designated statewide region so that funding requirements and program administration meet Agency guidelines.
- Maintains networks with other staff to identify/utilize opportunities for cross-divisional, cross-unit or outside entity collaboration.
- Completes inspections of physical plants and/or office procedures of properties to ensure compliance with Agency program guidelines.
- Works with Agency accounting and administrative staff to expedite the flow of communications, forms, and financial information between the Agency and lending institutions. Reviews all documents before disbursement.
- Provides technical assistance to local, public and private organizations participating in the delivery of Agency-funded housing programs.
- Reviews financial analysis forms and other supportive data to ensure completeness and accuracy. Manipulates and creates accurate electronic data regarding available housing funding, current program participation, and/or reimbursement criteria. Produces reports as requested.
- Coordinates the gathering and preparation of legal documents for funding transactions that require great attention to detail and a high degree of understanding of real estate descriptions.
- Reviews housing program eligibility applications and supporting data to ensure program criteria are met. Corresponds with appropriate entities to effect required changes.
- Processes requests for federal rental subsidy assistance payments.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Associate's Degree or equivalent experience.

Knowledge of:

- Specialized housing programs, or technology sufficient to serve as a technical expert.
- Environment of the affordable housing market in relation to division programs.
- Laws and regulations governing specialized programs sufficient to make recommendations for program policies and procedures.
- Specific and/or non-typical software packages sufficient to manipulate and create program and/or demographic data on demand.
- Legal and/or other technical terminology and transactions sufficient to read, interpret, and create real estate documents.
- Math and accounting principles sufficient to explain and interpret difficult financial/accounting concepts to others.

Ability to:

- Explain transactions and procedures, rules, and regulations so that others understand and are provided with clear, accurate direction.
- Use non-standard or advanced software features as a research tool and as a multiple database to create new reports as requested.
- Develop trust and cooperation with customers so that long-term relationships are maintained.
- Evaluate the effectiveness of processes and make recommendations for change.

Est.: 3/03; T.C.:

Rev.:5/13 Former Title(s):