

HOUSING FINANCE AGENCY MANAGER, UNCLASSIFIED

KIND OF WORK

Highly responsible managerial work in directing programs for low and moderate income development and programs oriented towards single family dwellings.

NATURE AND PURPOSE

An employee in this class is responsible for the overall development, supervision, and administration of low and moderate income apartment development programs, or single family home programs including mortgages, new home construction, existing homes, and home improvement loans and grants in the Housing Finance Agency. An employee in this class supervises Housing Development Officers and other professional and technical employees of all levels and receives direction from the Executive Director of the Housing Finance Agency. An incumbent in this position must maintain close contact with Federal, State and local government officials in establishing effective and workable delivery systems for loan, grant or subsidy funds. An incumbent must exercise independent judgment in making timely decisions regarding supervision of employees as well as the coordination of individuals in the private and governmental sectors of the building and financial industries. Sound judgment is necessary to create financially secure housing programs for private individuals, the agency and local communities in the State of Minnesota.

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

Designs, develops and manages home improvement, home mortgage and apartment development programs so that funds will be available to provide housing opportunities for low and moderate income residents of Minnesota.

Provides staffing for the division and maintains working relationships with other agency divisions regarding multi-family and single family programs so that functions can adequately be carried out.

Develops housing production goals and budgets so that housing financing can be achieved effectively.

Coordinates all professional and technical services necessary for mortgage loan underwriting and loan processing so that agency programs can effectively be administered.

Reviews existing and proposed Federal and State policies with respect to the agency's programs so that input can be provided to improve programs.

Reviews and approves all maintenance and operating budgets of proposed and existing multi-family developments so that programs can be adequately managed.

Determines the acceptability of development sites based on underwriting, management and marketing criteria and reviews contracts of builders, attorneys, management firms and others so that optimum use is made of funds.

Coordinates various public informational, educational and training activities so that financial institutions, developers, builders, housing managers, public officials and citizens may be aware of and effectively participate in agency programs.

Makes routine inspections of multi-family dwellings under construction or occupied and reviews occupancy and financial data to ensure contract and program compliance.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Extensive knowledge of fundamental principles of planning, architecture, engineering, mortgage financing, construction techniques, marketing and management, housing needs, cost estimating, accounting, and the various factors affecting housing.

Thorough knowledge of Federal, State and local laws and programs relating to housing and real estate development.

Social, political and economic factors affecting housing and community development.

#### Ability to:

Establish and maintain effective working relationships with governmental and private officials as well as the various divisions in the Housing Finance Agency.

Effectively direct the work of subordinate staff.

Communicate effectively, verbally and in writing.

Exercise sound judgment and discretion in developing, applying and interpreting agency policies and procedures.

Est.: 2/77  
Ckd.: 11/92  
Rev.:

T.C.: 5/99  
Former Title(s): Housing Program Manager