

HOUSING DEVELOPMENT OFFICER

KIND OF WORK

Beginning professional level responsibility in the review, verification and documentation of factual material relating to housing intake proposals that are submitted to the Housing Finance Agency for construction and permanent mortgage financing.

NATURE AND PURPOSE

An employee in this class is responsible for collecting, verifying and documenting factual information to aide the agency board to determine whether a low and moderate income housing development proposal is acceptable for the agency's construction and permanent financing. Duties include, but are not limited to, review and verification of factual information of the intake housing proposal as submitted by the housing sponsor or his representative. The employee will also assist the agency staff whenever required on numerous assignments in preparing documentation or information relating to the economic, social, environment and community feasibility of the development. Responsibility extends to aiding the Housing Program Manager and the Housing Development Officer Senior in completing the review process. General policy and procedure guidance is received from the Housing Program Manager. Direct supervision may be received from a Housing Development Officer Senior while working on a specific project. Performance is reviewed in terms of results achieved and objectives met.

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

Assists housing sponsors to understand the agencies mortgage loan criteria so that acceptable housing intake proposals are assured.

Collects, prepares and reports factual data relating to the economic, social, environmental and community feasibility of various housing developments so that this information is available to staff members.

Aids the agency 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 determination.

Provides technical assistance to units of local government and housing sponsors so that current accurate information is available to these groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of state and federal laws relating to housing finance and real estate transaction.

Some knowledge of housing supply, housing finance and housing construction problems.

Some knowledge of the economic, social, environmental, community feasibility and impact of various housing developments.

Ability to:

Establish and maintain effective working relationships with governmental agencies, private organizations and the general public.

Effectively communicate basic ideas, issues and concepts both orally and in writing.

Est.: 12/18/73

T.C.:

Rev.: 4/78 Former Title(s):