

HOUSING PROGRAM SUPERVISOR

KIND OF WORK

This position is an advanced professional level in an administrative capacity for coordinating the planning, financing, construction, occupancy and management of state-financed low and moderate income housing. Employees in this classification work under the supervision of the Director of Development and are responsible for the Agency's Single Family, Multi-Family, Housing Management or Rehabilitation Loan Program. The employee is responsible for the supervision of professional staff specialists in developing and implementing a housing delivery system for low and moderate income families in the State. The employee must exercise extensive skill in working with state and federal officials, employees and the public.

NATURE AND PURPOSE

Supervises the development of all projects processed through a unit of the Agency; determining priorities, establishing standards, and developing review techniques that result in the approval of short and long term financial commitments of the Agency.

Directs the work of a unit of several Housing Specialists in coordinating activities of the Agency with attorneys, architects, builders, private and governmental agencies, sponsors, mortgage bankers, realtors, and consumers to insure the implementation of a Housing Delivery System that meets the production standards of the Agency.

The employee must exercise independent judgment in making timely decisions in regard to the supervision of employees, as well as the indirect supervision of individuals in the private and governmental sector of the Building and Financial Industry. Possible errors in judgment could create extensive consequences to the Agency, private individuals and a community.

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

Participates in the establishment of housing production goals and the formulation of production and fiscal controls for a unit within the Agency.

Develops procedures and directs the preparation of guidelines and procedure manuals for the production unit in the Agency.

Makes studies and analyzes the effectiveness of programs; identifies problem areas and recommends solutions.

Consults with the Director of Development regarding the standardization of procedures, simplification of processing and the development of performance standards.

Outlines the objectives and scope of the program; determines personnel requirements, sets time schedules, makes assignments.

Supervises staff members on assignments and special projects, including real estate appraisals, real estate underwriting reviews, monitoring programs and developments, financial and contractual negotiations, and special surveys.

Reviews and recommends the approval of contracts with builders, attorneys, architects, management firms and housing consultants.

Assists in planning developments, including new construction, rehabilitation of existing structures, maintenance, marketing and management.

Assists in the preparation and administration of mortgage agreements and notes, construction loan agreements, and regulatory agreements between the Agency and qualified housing sponsors in conformance with federal and state law and regulations.

Reviews proposed federal and state legislation with respect to possible impact upon Agency programs and functions.

Supervises and participates with Agency employees engaged in housing research and in providing technical assistance to units of local government housing sponsors.

Coordinates all internal and contractual services such as market research, engineering and architectural review, marketing and management review, legal services and appraisals as related to a production unit of the Agency.

Recommends to senior staff members the economic, social, environmental and community feasibility of various housing developments.

Performs related work as required.

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Ckd.: 11/92
Rev.:

T.C.:
Former Title(s):