

HOUSING DEVELOPMENT OFFICER, PRINCIPAL

KIND OF WORK

Difficult and highly responsible work in reviewing and analyzing housing development proposals for Housing Finance Agency construction and permanent mortgage financing, including responsibility for providing work direction to lower level Housing Development Officers.

NATURE AND PURPOSE

An employee in this class is responsible for coordinating the evaluation and verification of factual information about major proposals submitted by housing sponsors. Responsibility extends to preparing and submitting his or her observations, conclusions and recommendations to the Housing Program Supervisor and the Executive Director. Duties include interpreting the agency's policies and implementing procedures designed to determine whether or not low and moderate income housing proposals are acceptable for the agency's mortgage financing programs.

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

Plans and supervises the review of initial intake proposals, in cooperation with the housing sponsor, in order to determine whether the proposed development meets M.H.F.A. criteria.

Evaluates factual information to determine the economic, social and environmental feasibility of the project.

Coordinates the functions of several different sections of the agency, such as accounting, legal services and architectural review, so that the proposal is reviewed as efficiently as possible.

Evaluates the work performed by lower level Housing Development Officers for accuracy and completeness.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Considerable knowledge of state and federal laws relating to housing finance and real estate transactions.

Ability to:

Analyze complex housing proposals in regard to their economic, social, environmental and community feasibility and impact.

Plan, supervise and review the work of others.

Communicate effectively, both orally and in writing.

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

Est.: 5/75  
Rev.:  
Ckd.: 11/92

T.C.:  
Former Title(s):