



Position Description

Position Title: Housing Finance Specialist
Department: Building, Housing and Planning
Salary Grade: USW 6621 Grade 26
Reports to: Director of Building, Housing and Planning department
FLSA: Exempt
Date: January 2021
Addendum:

Position Summary:

Perform responsible, entry level administrative work under the General Supervision of the Program Manager I and the Director of Building, Housing and Planning Department with the implementation and administration of the Housing Rehab and Development programs.

Distinguishing Features of the Class:

The incumbent performs entry level assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance. The Housing Finance Specialist is responsible for entry level tasks aiding the redevelopment of vacant and abandoned housing and the development of new housing in the City of Lorain. Assignments are in such areas as capital projects, housing production and rehabilitation, real property acquisition, disposition and management, affordable housing promotion, HOME Investment Partnership and Community Development Block Grants (CDBG).

Duties and Responsibilities:

1. Assist the Program Manager and Director with planning, organizing, coordinating, and implementing the City's Housing development strategies and programs.
2. Conducts surveys and studies; analyzes statistical data; may submit recommendations for changes to make the various programs more responsive to community needs.
3. Assists with the compilation of documents required for loan agreements and prepares documentation for mortgage filing.
4. Assists potential clients with through the application process. Ensures that all necessary documents are received and filed.
5. Provides program compliance support by maintaining the files necessary for HUD CDBG and HOME program specific monitoring.
6. Provides tracking and analysis of financial/ fiscal information related to the project profile.

7. Manage communication resources covering print publications, audio/video and website; including contracts with providers utilizing high profile programs like Adobe Creative Suite and Microsoft Office Suite.
8. Responsible for the coordination of stakeholder engagement to facilitate citizen input in the housing development process.
9. Coordinate efforts to collect data necessary to monitor and report on department goals and activities.
10. Ability to compile large documents for local, state, and federal review and monitoring purposes.
11. Other duties as required.

Necessary Competencies:

1. Communication Skills- written and verbal
2. Integrity
3. Leadership
4. Problem Solving
5. Data Analysis
6. Attention to detail
7. Initiative and Creativity
8. Strategic Planning and organizing

Requirements:

1. Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
2. Must be self-motivated, able to work independently, innovative, and able to "think on your feet"
3. Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus
4. Firm understanding of real estate markets and property sales/purchase procedures
5. Availability and willingness to work flexible schedule including evenings and weekends
6. Experience in housing and community development in a non-profit, government, banking or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field.
7. Experience working in urban communities.

Education and Experience : Bachelor's Degree in Urban Planning, Urban Studies, Public Administration, Public Policy or a closely related field **OR** two (2) years' experience in the development of and rehabilitation of housing using various federal funding programs. **Preferred Education and Experience** Master's Degree in Urban Planning, Real Estate Development, Urban Studies, Public Administration, Public Policy or a closely related field and fluency in Spanish **OR** (5) years of background in real estate transactions, understanding of real estate financing, administration of federal programs and knowledge of housing construction.

Physical Demands:

This section includes physical demands and working conditions that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Remaining in a seated position;

- Moving about on foot;
- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly;
- Raising or lowering an object(s) from one level to another between 25-50lbs; and
- Exposure to noise.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of City of Lorain. No job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	