

FEDERAL HOUSING FINANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the general direction of the Director of Community Development. The work involves the performance of financial duties as applicable to the housing rehabilitation programs operated by the Department of Planning, Division of Housing and Community Development. This position reports director to the Director of Community Development and oversees program staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, supervises and evaluates the work of the agency's intake, finance, outreach and compliance staff and resolves procedural, operational and other work related issues as they arise within the agency;
- Develops departmental and unit policies and procedures;
- Conducts research related to program regulations, HUD regulations and develops new programs and program updates based on HUD regulations, best practices, etc.;
- Assists with the planning, data gathering, needs assessment and writing of the City's Annual Action Plan five year plan, and Annual HUD progress report;
- Prepares policies and procedures governing each program to promote equitable distribution of funds to ensure adherence to program requirements;
- Assists with the administration of grant and program compliance monitoring efforts, including environmental review, IDIS and performance measurements where appropriate;
- Keeps updated data and conducts reports regarding MWBE and Section 3 involvement;
- Assists with tracking of program budgets to ensure appropriate spending levels;
- Assists with new program development, including research, grant applications, program design and implementation;
- Develops educational and other technical assistance to local, not for profit organizations and housing organizations;
- Assists with writing and implementing the agency's impediment to fair housing policy;
- Assures relevant funding and professional services contracts are procured, executed, amended and extended by their respective deadlines;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of federal housing entitlement programs;
- Comprehensive knowledge of first time home buyer programs, community based loan/grant programs and underwriting;
- Good knowledge of housing loan programs and grants;
- Good knowledge of financial counseling practices and procedures;
- Good knowledge of basic monitoring principles, practices and procedures;
- Ability to follow detailed oral and written instructions;

- Ability to deal effectively with individuals from a variety of ethnic and socio-economic groups;
- Ability to prepare specific reports;
- Proficient in organizational and time-management skills;
- Ability to manage and prioritize multiple tasks;
- Good knowledge of business English, spelling and punctuation;
- Working knowledge of personal computers and office equipment;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or new York State registered college or university with a Bachelor's Degree or higher in Planning, Public Administration or a closely related field and six (6) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (B) Graduation from a regionally accredited or new York State registered college or university with a Associate's Degree in Planning, Public Administration or a closely related field and eight (8) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (D) Any equivalent combination of training and experience described by the limits of A through C above.