REHABILITATION FINANCE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner, the incumbent performs rehabilitation finance duties as related to the City’s Community Development Block Grant and Housing Rehabilitation programs. Work is performed within an established system and procedure and independent judgment is exercised in applying the finance procedures. Work is reviewed through analysis of projects and through discussions or problems encountered. The incumbent supervises financial and clerical staff (i.e., Finance Counselor, Finance Mortgage Officer, etc.).

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews housing applications for financial eligibility and feasibility;
- Prepares finance packages for Albany Community Development Agency Board approval;
- Monitors application intake information, including previous program participation;
- Prepares payment schedules;
- Reviews title search information;
- Prepares loan closing correspondence;
- Assigns, oversees and assists with work of Finance Counselor, Finance Mortgage Officer and Finance staff;
- Aids in resolving financing/construction problems;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic financial principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment including personal computers;
- Ability to accurately prepare and maintain financial reports;
- Ability to understand and follow detailed oral and written instructions;
- Ability to interpret and apply financial practices as applicable to Federal standards;
- Ability to plan and supervise the work of financial and clerical personnel;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Business Administration or Marketing and one (1) year of fulltime paid experience in the area of real estate, consumer banking, mortgage practices or housing programs; OR

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Business Administration or Marketing and three (3) years fulltime paid experience in the area of real estate, consumer banking, mortgage practices or housing programs; OR

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years fulltime paid experience in the area of real estate, consumer banking, mortgage practices or housing programs; OR

D. Any equivalent combination of training and experience as defined by the limits of A), B) or C) above.