

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY		JOB DESCRIPTION	
Position Title		Community Development Program Specialist	
Reports To		Starting Range	\$31,000 - \$34,000
Department		Date	February 2022

General Statement of Duties:

Provides professional and technical assistance to property owners participating in the Emergency Home Repair Program, Homeowner Rehabilitation/Reconstruction program, Affordable Housing Programs, and other affordable housing initiatives. Informs and advises property owners about housing programs; processes and completes loan documents; prepares deficiency lists, and other duties related to construction and rehabilitation of property. Advises and counsels eligible property owners about requirements for obtaining grants and low interest loans to rehabilitate and or reconstruct existing owner occupied dwelling units. Oversees the loan processing including coordinating loans with lenders, public agencies, title and escrow companies, appraisers and others. Compiles procurement documents and oversees the bid / quote process. Processes progress payments and conducts loan closings. Prepares applications for continued funding of these programs relating to development and sustaining affordable housing. Work is performed under the general supervision of the Community Development Director.

Essential Job Functions

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load.

1. Solicit and review applications for assistance;
2. Assists property owners in preparing bids/quotes and soliciting bidders;
3. Gives technical assistance to homeowners on phases of construction, homebuying process, and program requirements;
4. Works with property owners and contractors to develop suitable agreements;
5. Reviews documents and determines eligibility for loans and grants necessary for the contracting of housing improvements or housing assistance;
6. Computes the eligibility of each applicant according to individual circumstances;
7. Submits processed loan and grant applications to supervisor for approval;
8. Prepares and conducts application intake, financial conferences, loan statements, mortgage payoffs, and close outs for property improvement loans and grants in accordance with Federal, State and department requirements;
9. Prepares deeds, promissory notes, affidavits, satisfactions, mechanic's liens, amortization schedules to include escrow amounts, and other required documents for loan/grant processing;
10. Conducts credit evaluation investigations of applicants;
11. Monitors contract compliance and program eligibility throughout affordability period (5-20 years);

12. Calculate and process payments including review of eligibility and budget availability;
13. Report, monitor and reconcile payments and reports;
14. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
15. Prepares, creates, and processes documents and reports in a timely and efficient manner.
16. Assists with the housing counseling programs, as needed.
17. Performs other related duties as required.

Required Knowledge and Abilities

1. Knowledge of affordable housing programs, such as owner occupied housing rehabilitation, construction of affordable housing, or homeownership programs.
2. Knowledge of determining applicant eligibility through an application process.
3. Knowledge of the local, state, and federal laws governing sustaining and creating affordable housing.
4. Knowledge of real estate documents (deeds, promissory notes, amortization schedules, etc.)
5. Understand, interpret, apply and explain local, state and federal housing laws, rules and regulations.
6. Discuss and explain procedures and objectives of programs with prospective applicants and program participants.
7. Relate to individuals of various social-economic levels and maintain close contact with housing program participants to investigate, handle and resolve complaints and problems.
8. Read and interpret diagrams, plans, and specifications.
9. Make arithmetic computations rapidly and accurately.
10. Research and track economic and housing data.
11. Communicate clearly and concisely, orally and in writing, face to face and by telephone to establish and maintain effective working relationships with those contacted in the course of work.
12. Determine and re-examine eligibility for housing programs by verifying information submitted by program participants and applicants.
13. Prepare paperwork, establish and maintain files and records for various projects.
14. Prepare Requests for Qualifications and Requests for Proposals for consultants and providers relating to housing rehabilitation and or reconstruction.
15. Coordinate several projects/processes at a time working within time constraints and meet deadlines.
16. Ability to read, interpret, and effectively communicate necessary policies and procedures.
17. Knowledge of report preparation techniques and procedures, and a demonstrated ability to prepare and evaluate professional and technical reports, and other documents.
18. Proficiency in Microsoft Office Suite and tracking software.
19. Ability to follow oral and written instructions in English.
20. Ability to communicate both orally and in writing in English.
21. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.

Physical Requirements

1. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping, and repetitive motions
3. Vocal communication is required for expressing or exchanging ideas by means of spoken word.
4. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
5. Lift arms and reach above shoulder height to retrieve or place files or books and bend or stoop to retrieve files or books.

Minimum Education, Training and/or Experience

1. Associate's degree in Business Administration or related field.
2. Any equivalent combination of education, training and experience that provides the required knowledge and abilities may be considered sufficient.

Special Requirements

1. Possession of a valid Commonwealth of Virginia driver's license and be insurable by the the Authority's automobile insurance policy.
2. Must pass a drug screen.
3. Must pass a criminal background check.
4. Employees who are not fully vaccinated will be required to get weekly COVID testing.