



Department of Housing and Community Development

NOTIFICATION OF VACANCY

September 7, 2016

**Housing Finance Program Manager
(Program Administration Manager II)**

POSITION #00363

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable to \$70,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a strong experienced leader to provide strategic management, oversight and program implementation directed at providing affordable housing financing options for low-income and special needs citizens and others who cannot find adequate housing resources within the mainstream housing market throughout Virginia. This position is responsible for daily supervision of staff, management and implementation of the Commonwealth's affordable housing development resources including federal and state housing trust funds, federal HOME funds, Vibrant Community Initiative and other affordable housing production and preservation initiatives and resources.

QUALIFICATIONS GUIDE:

Considerable knowledge of federal and state housing grant and loan programs, loan administration, real estate finance, multifamily and single family mortgage lending and underwriting policies and procedures, and the applicable laws affecting the real estate housing and finance industry. Knowledge of program management methods as they relate to developing policies, procedures, project implementation and personnel supervision. Demonstrated ability to effectively manage multiple priorities, and the ability to communicate effectively both orally and in writing. Ability to work independently and supervise others in a team environment with a strong focus on written & oral communication skills. Considerable experience in conducting and providing intensive technical assistance, training workshops, making technical presentations, and facilitating group discussions. Must have interpersonal skills, and the ability to use a PC and appropriate software applications to manage and report program data. Graduation from a college or university with a degree in real estate, finance, business, public administration or related field. Advanced degree preferred. An equivalent combination of training and experience may be considered in lieu of educational requirements. Must possess a valid driver's license and be able to travel, often overnight.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY, FRIDAY, SEPTEMBER 30, 2016, 11:59 P.M., EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
