

Title: Housing Rehabilitation Finance Officer I
PG: 33
Status: Non-Civil Service
Position Reports to: Housing Division Manager
Department: Community Development/Housing

Class Code: 2038
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional and technical work requiring skills in finance and counseling. This individual assists applicants and processes applications for the City's affordable housing program. Under general supervision, employee is required to exercise initiative and independent judgment in performing assigned tasks. Reviews financial records, coordinates activities with other government agencies and private businesses, and provides direct service to individuals in need of housing assistance. Tasks involve extensive public contact, often with persons whose financial condition precludes the option of obtaining housing assistance through normal channels.

ESSENTIAL FUNCTIONS:

1. Interviews applicants being considered for financial housing assistance and verifies eligibility for financial housing assistance by reviewing property records and other documents.
2. Consults with attorneys, bankers, insurance agents, title company representatives, mortgage brokers, government agencies and other related professionals as necessary to process applications.
3. Prepares application and supporting documentation for financial assistance to affordable housing applicants.
4. Conducts pre-construction conferences with clients and contractors.
5. Consults with accounting personnel to ensure that accounts are accurate and that disbursements are made according to directives.
6. Prepares and submits written reports and maintains records and documentation of work performed.

ADDITIONAL RESPONSIBILITIES:

1. Prepares documentation to set up City loans with servicing agent and reconciliation of funds received from servicing agent.
2. Performs as necessary to satisfy delinquent loans by coordinating payment schedules and making special arrangements.
3. Cooperates with Housing Rehabilitation Specialist in coordinating utilities, carpet installation, temporary relocation, appliance ordering, etc.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of real estate financing, practices, principles, and laws.
2. Knowledge of programs and agencies that render housing assistance.
3. Some knowledge of Federal, State and local affordable housing regulations.
4. Ability to operate a computer.
5. Ability to input daily data into computer and provide reports as required.

WORKING ENVIRONMENT/CONDITIONS:

Light work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks routine exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and traffic.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited two (2) year college or university with an associate's degree in business administration, economics, social science, or a related field.
2. Two (2) years of experience in real estate, counseling and credit administration.
3. One (1) year computer experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.