

Employment Opportunity with the State of Minnesota

Date Posted: 05/01/2012 Closing Date: 05/08/2012

Job Classification: HOUSING FIN PARAPROFESS SR

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 18.09 - \$ 25.46 hourly, \$ 37,772 - \$ 53,160 annually

Who May Apply: Open to all qualified job seekers.

Posting Number: 12HFA000015

Work Shift: Day Shift

Travel Required: no

Days of Work: Monday-Friday , 8:00 am-4:30 pm

Employment Condition: Permanent, Full-time

Classified Status: Classified

Job Duties: Typical work assignments may include some of the following:

The renewal of Project Based Section 8 Housing Assistance Payment (HAP) contracts (PBCA and TCA properties).

Managing and calculating annual Section 8 Project Based funding renewals/rent adjustments for various properties.

Providing effective and timely communication, technical assistance, and customer service with owners, management and legal counsel in regards to HAP contracts.

The completion of complicated financial calculations related to budget based rent adjustments, debt service, other funding/rent adjustments, and contract renewals.

Determine annual utility allowance adjustments for Section 8 Project Based rent assistance developments.

Minimum Qualifications:

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

An Associate's degree with a specific concentration in business, public policy, finances or related field and/or at least 3 years of technical level work in the affordable housing industry.

Excellent organizational skills.

Possessing excellent customer service skills including the ability to work with a wide variety of knowledge bases regarding Section 8 rental assistance.

Spreadsheets -knowledge of software packages sufficient to maintain and manipulate program and/or housing data.

Knowledge of HUD guidebooks and notices relating to specific Section 8 project rental assistance programs, including funding and contract renewal guidelines.

The ability to work within strict timeframes as administered by the division.

Analytical skills to include identifying and weighing alternative solutions and seeing the consequences or effects; choosing an appropriate solution from available options.

The ability to manage multiple renewals at once.

Requires occasionally lifting and/or carrying such articles as file folders/laptops. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Preferred Qualifications: Specialized Terminology (e.g., housing coding/terminology) - knowledge of housing programs sufficient to serve as a technical assistant resource and/or program assistant; basic understanding of laws and regulations governing specialized programs sufficient to advise staff on program guidelines.

Certification in the following would be preferred for this position:

CPM – Certified Property Manager

COM – Certified Resident Manager

Selection Process: The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply: Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, go to <http://www.careers.state.mn.us> and type in the posting number above or send your resume to Patrick.wenum@state.mn.us

Contact for more Patrick Wenum, 651-215-5976 patrick.wenum@state.mn.us

