



Federal Program Specialist

Position available at Minnesota Housing Finance Agency

POSTING DATE: August 28, 2012

EXPIRATION DATE: October 1, 2012

Summary of Position

This position is primarily responsible for the management of a complex Federal program (HOME HELP). Applicable regulations must be researched and applied. Highly technical information must be translated into easy-to-understand terms and communicated effectively with outside parties. This position will also assist in the management of other Single Family programs, and complete other research projects as assigned.

Essential Job Duties

1. Manage the HOME HELP program in compliance with HOME regulations, Agency mission, and production goals
2. Develop and present training and technical assistance to the HOME HELP lender delivery network
3. Develop training and provide oversight and monitoring of HOME HELP inspectors
4. Develop and implement process and program improvements for mortgage loan programs
5. Analyze down payment and closing costs resources monthly to manage those scarce resources effectively
6. Analyze mortgage industry and real estate market changes for impact on Home Mortgage Programs and develop recommendations
7. Identify and mitigate lender identified issues and problems.

Minimum Qualifications

BA

2 years experience complying with Federal programs or laws. Federal housing program experience preferred.

Ability to research, understand, and apply compliance guidelines

Presentation/training experience

Critical thinking/reporting/analytic skills

Business writing skills

Preferred Qualifications

MA

2 years mortgage industry experience

Experience working with the HOME program

Annual Salary Range

\$52-60,000.

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, and 11 holidays per year.

To Apply:

1. Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit www.careers.state.mn.us and search for requisition 12HFA000029 to upload your resume.

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes, supports the development and preservation of affordable rental housing through both financing and long term asset management and works to prevent and end homelessness—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).