

# Employment Opportunity with the State of Minnesota

Date Posted: January 26, 2012 Closing Date: February 9, 2012  
Job Classification: HOUSING DEVELOPMENT OFFICER SENIOR  
Working Title: Multi-Family Program Officer  
Hiring Agency: Housing Finance Agency  
Division/Bureau: MN Multifamily Division  
Location: St. Paul  
Salary Range: \$ 21.40 - \$ 31.58 hourly, \$ 44,683 - \$ 65,939 annually  
Who May Apply: Open to all qualified job seekers.  
Posting Number: 12HFA000003

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:
1. Facilitating the development, implementation and management of assigned Multifamily funding sources that provide housing for low and moderate income residents throughout the state.
  2. Monitor federal housing regulations and notices for funding source rule changes; interpret for applicability and, as necessary, implement program changes to ensure the Agency remains in compliance.
  3. Serve as program manager of assigned funding sources; coordinate work with accounting to provide proper fund balances and takes immediate action when inconsistent or improper financial documents are submitted; coordinate work with the production team and policy team to ensure the funding source is implemented as intended and is having the desired impact.
  4. Assists in the development or modification of new programs/funding sources to ensure such programs can seamlessly convert from concept to production and be implemented with relative ease.

Minimum  
Qualifications:

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Undergraduate (Bachelor's) degree in business, management, finance, or a related field; or 5 years of strong office experience in the affordable housing finance industry.

Thorough knowledge of federal funding sources; strong experience in reading, interpreting and implementing federal rules and regulations.

Ability to communicate, both written and orally, to a wide variety of audiences, including different levels of senior leadership.

Ability to work collaboratively with agency staff to ensure program goals can be achieved through existing or newly development funding sources.

Preferred  
Qualifications:

Prior experience related to multifamily financing; Comprehensive understanding of typical sources and uses in developing multifamily affordable housing.

Ability to effectively communicate ideas, issues and concepts of moderate complexity both orally and in writing.

Ability to execute research assignments, provide analysis and resulting recommendations for program changes.

Strong budgeting experience with tracking receipts and disbursement of funds in applying federal housing standards.

Ability to reconcile housing accounting reports as needed.

How to Apply:

To apply for this position, you may visit <http://www.careers.state.mn.us/> and refer to posting number 12HFA000003 or please send your resume to [Employment.applications@state.mn.us](mailto:Employment.applications@state.mn.us) You may also check out our job postings at [www.mnhousing.gov](http://www.mnhousing.gov)

Contact for more  
info:

Patrick Wenum, 651-215-5976 / [patrick.wenum@state.mn.us](mailto:patrick.wenum@state.mn.us)

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).