

# MINNESOTA HOUSING JOB POSTING MAPE

**POSTING DATE:** November 4, 2011

**EXPIRATION DATE:** November 14, 2011

MINNESOTA HOUSING / PROGRES

**THE MULTIFAMILY DIVISION HAS A POSITION OPEN FOR BIDS FROM ELIGIBLE EMPLOYEES IN THE HOUSING PROGRAM PROFESSIONAL JOB TRACK.**

THIS POSTING IS FOR A PERIOD OF TEN (10) CALENDAR DAYS FROM THE POSTING DATE OF THIS NOTICE.

**MHFA JOB TRACK (IN PROGRES)**

Housing Development Officer, Sr.

**LOCATION:**

Multifamily Division-Underwriting

**EMPLOYMENT CONDITION:**

Full-time, Unlimited

Competencies Required:

Researches, understands and interprets policy, rules and legislation related to various Agency programs and new program initiatives.

Demonstrate an in-depth understanding of various financial/credit models and analyses.

Implements more complex analysis processes for troubled properties.

Understands implications of and makes decisions and/or recommendations considering different types of multiple financial data or reports.

Applies local, state and federal housing legislation and regulations within own assigned work area.

Uses established tools and program information to create accurate and comprehensive data for others.

Apply principles, practices and techniques of data management to improve business processes between databases and/or software applications to meet the needs of end users and division.

Coordinate all activities for assigned program or function. Adjusts tasks or goals quickly when unforeseen circumstances occur or priorities change.

Examine the processes or elements leading to the accomplishment of results, developing ways to improve quality, customer service and efficiency.

Analyzes and resolves complex or multidimensional problems.

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Confronts issues and develops agreements resulting in a satisfactory solution.

Typical work assignments may include:

Providing technical assistance as needed so that applications received are competitive and meet the Agency selection and funding criteria.

Analyzing proposals; selected and underwritten according to program regulations to result in high quality affordable housing.

Generating and testing multiple assumptions, trends, scenarios and formulate useful explanation for given proposals so that developments are financially feasible.

Ensuring developments are closed according to program regulations.

Coordinating, evaluating and ensuring a timely sequence of activities in all facets of the mortgage loan underwriting process.

**ALL INTERESTED AND QUALIFIED EMPLOYEES SHOULD SUBMIT A WRITTEN REQUEST (BID), IN THE FORM OF AN INDIVIDUAL JOB PROFILE, TO THE HUMAN RESOURCES DIVISION ON OR BEFORE THE EXPIRATION DATE OF THIS POSTING.**

Posted by: Human Resources