

Employment Opportunity with the State of Minnesota

Date Posted: 08/20/2010 Closing Date: 09/03/2010
Job Classification: HOUSING DEVELOP OFF SR
Class Option: Multi-Family Underwriting
Hiring Agency: Housing Finance Agency
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: 10HFA000012

Work Shift: Day Shift Travel Required: yes
Days of Work: Monday-Friday , 8:00 am-4:30 pm Employment Condition: Permanent, Full-time
Classified Status: Classified

Job Duties: This is professional, advanced-level work for the Housing Finance Agency in the delivery of government sponsored housing to low and moderate income individuals and families throughout the state.
Underwrite LMIR First Mortgage loans, 501c3 bond program and related deferred loans.
Provide program tracking and other program support so that staff capacity is maintained at all times.
Evaluate and implement multifamily funding sources and board policies that impact program/project production.
Carry out special assignments as assigned by the Assistant Commissioner of the Multifamily Division.
Position involves lengthy day trips and occasional overnight stays.

Minimum KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Qualifications:

Five years of experience in multifamily program assessment, development and management, or related.

Experience with Microsoft Office Suite.

Experience and expertise working with advocates, service and housing providers, counties and/or state agencies. Able to collect and analyze data, indentify program and policy issues, communicate and resolve program and policy issues.

Experience in maintaining databases and creating reports. Proven skills in oral and written communications. Experience monitoring and analyzing housing trends and issues. Able to understand complex proposals and programs that involve multiple funding sources. Able to manage different financing sources to make optimal use of funding sources. Able to administer requests for proposals, develop proposal selection process, funding agreements and grants to organizations.

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. 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:

Bachelor's degree in Business Administration, Finance, Economics, Public Administration or equivalent.

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:

You are strongly encouraged to submit your resume to the database through the online Resume Builder at <<https://statejobs.doer.state.mn.us/ResumeBuilder>>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with this posting and future job openings to which you apply.

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. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the Apply for this job box found near the bottom of this announcement.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

Contact for more info: Marcia Kolb , 651-296-3028 / marcia.kolb@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).