

Employment Opportunity with the State of Minnesota

Date Posted: 08/20/2010 Closing Date: 09/03/2010
Job Classification: HOUSING DEVELOP OFF SR
Working Title: HPP Senior
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: 10HFA000009

Work Shift: Day Shift Travel Required: yes
Days of Work: Monday-Friday , 8:30 am-5:00 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.

Provide training, mentoring and direction to team members and division staff on installment loan industry trends, underwriting issues and marketing/lender solicitation strategies. Provide leadership and share knowledge on single family disaster recovery resources, processes and partners. Market and promote all divisional programs to lenders, administrators, community partners and customers. Executes assigned program and policy development projects to meet specific, targeted affordable housing goals. Conduct industry research and solve internal and external delivery issues as needed. Act as single family coordinator of disaster response programs. Serve as representative to an assigned Regional Housing Advisory Group region. Coordinate and lead the development and execution of promotional strategies for the Fix Up Fund and Community Fix Up Fund, including lender recruitment and new partner collaborations.

Minimum KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Qualifications:

Knowledge of installment and/or home mortgage lending industry products, standards and practices, and of lending institution structure and operations. Ability to research and analyze competing and complementary lending industry products. Project management skills sufficient to lead and execute the development of new loan products and practices.

Basic financial and accounting principles applicable to housing program management. Effectively express ideas both orally and in writing. Establish an effective working relationship with governmental non-profit, and business organizations as well as general public.

Requires occasionally lifting such articles as file boxes and/or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the files and documents being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of frequent movement between one area of the state to another.

Preferred
Qualifications:

Ability to research, understand and interpret policy, rules and legislation.

Ability to analyze single family housing proposals that can involve multiple funding sources with varying financial risk. Identify different financing options to make optimal use of available resources.

Ability to identify industry and market trends / issues, and participate in the analysis and development of appropriate market strategies and policy responses.

Ability to analyze and resolve complex or multi-dimensional problems that occur with internal and external program issues.

A qualifying candidate will have a four-year degree; in Business Administration, Finance, Economics, Public Administration, Housing Political Science or related degree.

Selection Process:

The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

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: Gene Aho , 651-297-3129

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).