



STATE OF COLORADO
invites applications for the position of:

HOUSING DEVELOPMENT SPECIALIST

This position is open only to Colorado state residents.

CLASS TITLE: COMMUNITY AND ECONOMIC DEVELOPMENT III

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Position will work from the Division of Housing main office at 1313 Sherman Street in Denver or the successful applicant can negotiate an alternate work location, within the assigned geographic region.

SALARY: \$4,117.00 - \$6,026.00 Monthly

HIRING PAY RATE: The full salary range is listed, however hires are typically made at or below the range midpoint.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 01/08/18

CLOSING DATE: 01/22/18 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:
Open to Colorado residents only.



COLORADO
Department of Local Affairs

Who We Are

For many communities throughout Colorado, the **Department of Local Affairs** is the "face of state government"--that initial and primary point of contact where local communities work in partnership with the State. Our department's mission statement, "Strengthening Colorado Communities," exemplifies the level of responsiveness and attentiveness that lies at the heart of our services. Through financial and technical assistance, property tax administration, property valuation appeals and programs addressing affordable housing and homelessness, our department works in cooperation with local communities to make them more sustainable and enhance their livability. For more information about the Department of Local Affairs go to <http://dola.colorado.gov/careers>.

The **Division of Housing** (DOH) was created by statute in 1970 to improve the access of all Coloradans to decent, affordable housing. Working with the State Housing Board, the Division:

- Provides state and federal funding to private housing developers, housing authorities and local governments to increase the inventory of affordable housing.
- Offers Section 8 rental assistance statewide through local housing authorities and non-profit service organizations.

- Certifies all factory/manufactured structures built in or shipped to Colorado, and approves multifamily construction in counties with no construction codes.

For more information about the Division of Housing go to: <http://www.dola.colorado.gov/doh>.

What We Can Offer You

If your goal is to build a career that makes a difference in communities across the State, consider joining the dedicated people of the Department of Local Affairs. In addition to a great location and rewarding, meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus optional 401K and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave
- Wellness Program
- RTD EcoPass
- Excellent work-life programs, such as flexible schedules, training opportunities and more

DESCRIPTION OF JOB:

The **Housing Development Specialist** will analyze, negotiate, monitor and develop applications for financial assistance for affordable housing projects from private housing developers, local housing authorities, and/or local development organizations. The position will analyze complex financial information and market conditions, evaluate projects in reference to State and Federal housing regulations, and provide project funding recommendations to the State Housing Board.

The **Housing Development Specialist** will:

- Advise private housing developers, local housing organizations, and local governments in using federal and state housing resources to finance acquisition, rehabilitation and new construction of affordable housing proposals;
- Analyze applications for financial assistance by reviewing for completeness, accuracy, market demand, financial commitments, management capacity, regulatory compliance, financial feasibility, and development cost and provide funding recommendations to staff and the State Housing Board;
- Write Project Summaries which are used to draft contracts for funding awards and establish the performance benchmarks that are included in contracts for each new applicant;
- Assess the technical assistance needs for local housing organizations and decide whether this assistance can be offered by the Division of Housing or from other public or private resources;
- Respond to staff and grant recipients daily for guidance and assistance on interpretation of federal and state regulations and laws governing the expenditure of funds and eligibility of activities that have contributed to problems or complaints; and
- Provide training and technical assistance to private developers, local housing organization staff, and local government officials regarding development of affordable housing, use of federal financial resources, market assessments, development cost, and housing operating expenses.

The geographic responsibilities of this position include the following counties: El Paso, Pueblo, Huerfano, Las Animas, Crowley, Otero, Kiowa, Bent, Prowers, Baca. The successful applicant can negotiate an alternate work location, within the assigned geographic region.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications:

Qualified applicants must have a bachelor's degree from an accredited college or university in finance, business, law, urban planning, public policy, or a closely related field AND two years

professional experience in multi-family mortgage lending, real estate development, affordable housing programs, and/or housing policy.

Requires a valid driver's license.

In addition to the Minimum Qualifications, the **preferred** applicant will have the following experience and skills as specifically demonstrated on the employment application and resume:

- At least one year of professional experience in affordable housing finance and development;
- Knowledge and experience with federal and state affordable housing programs;
- Knowledge and experience in affordable housing financial packaging;
- Knowledge and experience with financial underwriting;
- Ability to provide technical assistance and formal training;
- Budgeting skills;
- Excellent written and verbal communication skills
- Excellent interpersonal and facilitation skills
- Negotiating skills
- Problem solving skills
- Organizational skills
- Proficiency with MS Office, especially MS Excel

Substitution: Professional experience in multi-family mortgage lending, real estate development, affordable housing programs, and/or housing policy which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.

Conditions of Employment:

Occasional statewide overnight travel required. Requires the ability to travel independently by vehicle, statewide.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Applicants must submit a completed application and resume by 5:00 p.m. on the announcement closing date (postmarks will not suffice). Applicants may submit the resume along with the online application using the "Attach" feature, or via email or fax to the contact listed below. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If not applying online, application forms are available at the Dept. of Local Affairs employment website at <http://dola.colorado.gov/employment.html>.

As the first step in the selection process, applications will be reviewed to determine if you meet the minimum qualifications for the position and to determine the most

qualified applicants for this position. Be sure your application specifically addresses all the requirements and preferences listed above.

Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based. The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 864-7866.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Dept. of Local Affairs, Human Resources Office, 1313 Sherman St., Rm. 315, Denver, CO 80203, fax: 303-864-7879

DEPARTMENT CONTACT INFORMATION:

Susie Esparza, email: susie.esparza@state.co.us, phone: 303-864-7866

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #NAA-50858-01/18
HOUSING DEVELOPMENT SPECIALIST
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

HOUSING DEVELOPMENT SPECIALIST Supplemental Questionnaire

- * 1. This position requires two years professional experience in multi-family mortgage lending, real estate development, affordable housing programs, and/or housing policy. Please describe your experience in the above, including your specific role and responsibilities, the name of the organization and dates of employment.

- * 2. A resume is required along with the employment application. You may submit the resume with the online application using the "Attach" feature. Please confirm that you have attached all required documents.
 Yes No

- * 3. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
 Yes No

* Required Question