

**Oklahoma Housing Finance Agency
Job Description**

Job Title: Housing Development Allocation Specialist
Team: Housing Development Team
Reports To: Housing Development Allocation Supervisor
Grade: 13
Prepared By: Housing Development Director
Prepared Date: 5/27/16; 4/6/18
Approved By: Housing Development Director
Approved Date: 5/27/18; 4/6/18

SUMMARY

Reviews applications for funding of projects and developments for all of the federal and state funding programs administered by the Agency, including both a review of the financial viability of the proposed projects and developments, as well whether they meet all the federal and state rules and requirements for the appropriate programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Program Knowledge:

Responsible for obtaining and maintaining a thorough knowledge of the various programs administered by the Housing Development Team, by attending various training courses, seminars, certification classes and other training opportunities, as well as self-directed learning from available information and resources.

Program Duties:

Evaluate applications for all programs. Includes underwriting and review of market analysis, and verifying applications meet program requirements.

Process all paperwork for projects and developments that receive an award of funding, until transferred to Compliance. Duties include processing carryovers and finals, preparing written agreements, reviewing Bond documents, and all other required paperwork and documentation. Follow up with Owners/Awardees on issues that arise.

Provide input to HDT Allocation Supervisor in developing rules and program guidance for all programs in order to meet all federal and state regulatory requirements.

Provide technical assistance to interested parties on different program requirements and possibilities. Includes, email correspondence, phone calls, and meetings.

Program Training:

Assist management in providing training and guidance to participants on technical issues, regulations, rules, and procedures.

Program Responsibilities:

Maintain appropriate databases for Housing Development programs on a timely basis.

Research legal, technical or policy issues to assist in updating various program Rules, internal guidelines, and policy issues to comply with all federal or State regulations.

Review professionally developed statistical housing data and market analysis information to interpret and summarize for the effect it may have on programs and funding.

Review status reports of funded projects and developments for adherence to contractual requirements.

Assist in the preparation of materials for Agency board meetings and participates when required.

Assist in reviewing and preparing various program reports from all relevant sources.

Responsible for doing whatever needs to be done to enhance the overall operation of the Agency on a day to day basis.

Responsible for delivering exceptional customer service to all external and internal customers by being polite and helpful at all times.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university in Business, Finance, Management, or Accounting. Eight years' experience in underwriting single-family or multifamily housing and ensuring compliance with federal and state rules and regulations may be considered in lieu of a degree.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios,

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and proportions to practical situations. Ability to compute rate, ratio, and percents, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Required to obtain the Housing Development Finance Professional Certification within a reasonable time after hire, if not already certified.

Valid driver's license

Must be bondable

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and experience in HOME Investment Partnerships Program, the National Housing Trust Fund Program, and/or the Affordable Housing Tax Credit program, as well as the local, state, and federal laws governing these programs preferred. Ability to understand, act on, and interpret policies, regulations and procedures as set forth by OHFA, HUD, IRS, or other entities governing these programs. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, HUD, and local, State, and federal officials. Knowledge of and experience in operating a computer including MS office products such as but not limited to Excel, Word, Outlook, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee regularly is required to stand; walk; and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.