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Job Title: HOUSING PROGRAM SPECIALIST

Opening Date/Time: Mon. 10/20/14 12:00 AM Eastern Time

Closing Date/Time: Mon. 11/03/14 5:00 PM Eastern Time

Salary: \$58,498.96 - \$93,993.90 Annually

Job Type: Full-Time

Location: Alexandria, Virginia

Department: Office of Housing

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City of Alexandria

“Preserving the Past, while Innovating our Future!”

HOUSING PROGRAM SPECIALIST

Office of Housing

If you are ready for your next career move to a public sector agency that is progressive and strategic in the way we approach business, manage people and serve our citizens, City of Alexandria's Office of Housing has an opportunity that may interest you. We are seeking a Housing Program Specialist.

An Overview

This Housing Program Specialist administers the asset management responsibilities of the City's affordable housing portfolio. Tasks are performed under the general supervision of the Housing Program Administration Division Chief.

What You Should Bring

A thorough knowledge of real estate practices and procedures; good knowledge of Federal, State and other quasi-governmental private financing programs, and the ability to acquire good knowledge of State and local housing and community development and/or commercial revitalization program goals, policies, and procedures as they relate to purchasing assistance, property acquisition and disposition and rehabilitation; good knowledge of home purchasing and mortgage lending practices and requirements.

The Opportunity

Illustrative Examples of Work:

- Conduct regular property and unit inspections;
- Perform regular review and analysis of financial reports for multifamily properties;
- Monitor debt and equity financing requirements of properties;
- Manage master calendar for compliance requirements and deadlines;
- Monitor status of active client loans in repayment;
- Maintain accounts of notes receivable and update as necessary;
- Oversee set-aside program compliance both rental and homeownership units;
- And performs related work as required.

About Office of Housing

The Office of Housing strives to improve the overall quality of life within the City of Alexandria through coordinating and administering programs and services through three major divisions; Landlord-Tenant Relations, Program Implementation and Program Administration. By matching our strategies with our guiding principles of aligning the work we do with our strategic plan, executing against our strategy and ensuring accountability for our results, promoting and encouraging a culture of leadership and ownership at all levels of the organization, and promoting a culture of service excellence, creativity and entrepreneurship. For more information on the Office of Housing please visit our website [Office of Housing](#).

Why You Should Apply

Find a personally rewarding career in the Office of Housing that allows you to maximize your potential and receive recognition for your own talents. Join our team and get the recognition you deserve! We value diversity in our work environment and

Job Description**Benefits****Supplemental Questions**

know that employees treated with respect not only perform better, but further the mission and purpose of City of Alexandria's Strategic Plan. The City values the balance between work and life outside of work. We offer an outstanding benefits package.

Minimum & Additional Requirements:

BA/BS degree required, preferably in finance, real estate, accounting and/or business. Experience in asset management, real estate development or property management, preferably including affordable housing properties Strong working knowledge of facilities issues and/or property management, including property maintenance and systems management; Strong financial and analytical skills, with training and/or experience in reviewing and preparing budgets and financial projections; Ability to read and comprehend complex legal documents, including loan documents, contracts and tax credit partnership agreements; Extremely well-organized, with strong skills in time management; Self-starter, able to work independently and create and keep his/her own deadlines, good oral and written communication skills; and Proficient with Microsoft Word, Excel, Outlook and Power Point.

Preferred Qualifications:

Master's Degree with completion of college-level courses in urban affairs, community planning, sociology, structural engineering, building construction or a related field; five or more years of experience in real estate practices and procedures; and good knowledge of Federal, State and other government and private financing programs.

Notes: