



**ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT**

ASSOCIATE DEVELOPMENT SPECIALIST
Community Planning, Housing and Development

Salary Range: \$61,609.60 - \$100,651.20 Annually

Announcement No: 3620-19A-PHD-HQ

Closing Date: 02/28/2019

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 2100 Clarendon Blvd., Arlington *METRO-accessible*

POSITION INFORMATION

NOTE: This is a re-opening to expand the pool of qualified candidates. If you have already applied for this position, there is no need to reapply; unless you wish to update your application.

Arlington County's [Department of Community Planning, Housing and Development \(CPHD\)](#) is seeking a Development Specialist Associate to work with a team of professional and administrative staff on the Housing Finance and Asset Management team. This position in the Housing Division supports the unit's compliance and asset management functions by ensuring the County's affordable housing stock complies with occupancy and affordability requirements, and provides technical information and outreach about our programs via the telephone, email or in person.

The Housing Division is responsible for helping to create and sustain affordable housing that strengthens the community. This area of the Housing Division is responsible for managing budgets for the Division and its housing programs, developing new financing opportunities for affordable housing, monitoring compliance of the County's Committed Affordable (CAF) units, providing asset management of the County's CAF portfolio, and overseeing administrative functions of the Division.

Specific duties include:

- Monitoring units in the County's CAF portfolio and ensuring units are compliant with County and Federal requirements;
- Conducting physical compliance inspections of CAF units to ensure Housing Quality Standards (HQS), VA Maintenance Code, and other federal/state/local requirements are met;
- Working with the County Ombudsman to research unresolved tenant-landlord issues and concerns;
- Assisting Housing Information Center clients with issues related to leases, evictions, and tenant-landlord conflicts;
- Providing training and technical assistance on occupancy and affordability requirements to owners, developers, tenants and staff;
- Monitoring affordability expirations and facilitating negotiations with owners to extend unit affordability when applicable;
- Delivering presentations to housing advocates, citizen groups, commissions and the County Board as needed;
- Researching and analyzing demographic and housing supply data to assess affordable unit needs within the County; and
- Assisting with education and outreach efforts that support the County's affordable housing programs.

The successful candidate in this position uses their technical expertise and interpersonal skills to communicate and advance the County's affordable housing goals and objectives in a collaborative, team-oriented environment.

SELECTION CRITERIA

Minimum: Bachelor's degree in urban planning, policy, real estate development, finance, or a related field plus significant professional experience in affordable housing program compliance and asset management (including Tax Credit and other federal financing programs), which may include the following:

- Applying, utilizing and/or reviewing requirements for affordable housing finance programs including Low-Income Housing Tax Credit (LIHTC), historic tax credits, local financing, federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs; and/or
- Developing and/or managing multifamily affordable housing.

Substitution: Additional qualifying experience may be substituted for the education requirement on a year for year basis.

Desirable: Preference may be given to candidates with one or more of the following:

- Experience in the development and use of spreadsheet analysis to inform policy decisions;
- Certified Occupancy Specialist or equivalent knowledge;
- Knowledge of tenant landlord laws and regulations, such as the Virginia Residential Landlord Tenant Act;
- HQS Certification, ICC Property Maintenance and Housing Inspector Certification, or related demonstrated familiarity with HQS and the VA maintenance code; and/or
- Master's degree in Real Estate Development, Public Administration, Planning or related field.

SPECIAL REQUIREMENTS

Please submit a cover letter addressing how your experience and training meet the qualifications requirements. Please use the space provided in the Supplemental Questions section of the online application for your cover letter or attach it to your online application. Please be sure to address any qualifications related to the following:

- Applying, utilizing and/or reviewing requirements for affordable housing finance programs including Low-Income Housing Tax Credit (LIHTC), historic tax credits, local financing, federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs;
- Developing and/or managing multifamily affordable housing;
- Providing customer service to inform stakeholders of program rules and related regulations/laws;
- Performing technical research and preparing written reports and materials that explain technical terms to stakeholders; and/or
- Analyzing data/metrics to inform policy decisions or to drive program changes or other improvements.

ADDITIONAL INFORMATION

This is a 40-hour per week position with flexible work hours generally between 8:00 a.m. and 5:00 p.m. Monday through Friday. Occasional night and weekend meetings as well as out-of-County travel.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to <https://careers.arlingtonva.us/>, click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail hquinteros@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 02/15/19

ASSOCIATE DEVELOPMENT SPECIALIST Supplemental Questionnaire

1. Please submit a cover letter addressing how your experience and training meet the qualifications requirements. Please use the space below for your cover letter or attach it to your online application. Please be sure to address any qualifications related to the following:

- Applying, utilizing and/or reviewing requirements for affordable housing finance programs including Low-Income Housing Tax Credit (LIHTC), historic tax credits, local financing, federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs;
- Developing and/or managing multifamily affordable housing;
- Providing customer service to inform stakeholders of program rules and related regulations/laws;
- Presenting, training and providing technical assistance on project, policy, or program recommendations to clients or commissions, citizen groups, and elected officials; and/or
- Analyzing data/metrics to inform policy decisions or to drive program changes or other improvements.

* 2. Do you have a Bachelor's degree in urban planning, policy, real estate development, finance, or related field?

Yes No

* 3. How much full time professional experience in affordable housing program compliance and asset management (including Tax Credit and other federal financing programs) do you have?

- None
- Less than 1 year
- 1 but less than 2 years
- 2 but less than 3 years

3 years or more

* 4. Please check if you have any of the following (check all that apply):

Experience in the development and use of spreadsheet analysis to inform policy decisions

Certified Occupancy Specialist or equivalent knowledge

Knowledge of tenant landlord laws and regulations, such as the Virginia Residential Landlord Tenant Act

HQS Certification, ICC Property Maintenance and Housing Inspector Certification, or related demonstrated familiarity with HQS and the VA maintenance code

Master's degree in Real Estate Development, Public Administration, Planning or related field

None of the above

* Required Question