POSITION INFORMATION

Arlington County’s Department of Community Planning, Housing and Development (CPHD) is seeking a dedicated, motivated Housing Development Section Supervisor to join the Housing Division and to support the County’s significant financing and planning tools, including the Affordable Housing Investment Fund (AHIF) and Zoning Ordinance to facilitate public/private affordable housing and mixed-income developments.

The Supervisor will serve as a catalyst between the private/nonprofit development sector and the County government to fulfill the affordable rental and homeownership development objectives of the County.

Specific duties include:

- Manages the loan underwriting, approval and closing processes for the County’s multifamily and single-family loans;
- Oversees County financing negotiations for high-profile multifamily development projects, including underwriting and documenting loan terms;
- Administers moderate-income homeownership programs, including the Moderate-Income Purchase Assistance Program (MIPAP), Affordable Dwelling Unit (ADU), and Home Improvement Program (HIP) homeownership efforts;
- Provides supervision to staff in project planning and negotiations with developers, including utilization of the County’s affordable housing financing and planning tools (such as the Affordable Housing Investment Fund (AHIF) and Zoning Ordinance) to facilitate affordable housing and mixed-income developments;
- Oversees the Site Plan review process for the Housing Division, including affordable housing units and/or developer cash contributions to AHIF;
- Assists in the development and implementation of policies, strategies and program options that promote affordable housing development, preservation, and revitalization;
- Monitors programs and projects to ensure compliance with relevant regulations and guidelines; and
Oversees three programs/initiatives for the County’s Housing Arlington initiative: Employee Housing, Institutional Partnerships, and the Condo Initiative.

**SELECTION CRITERIA**

**Minimum:** Bachelor's degree in Real Estate Development, Finance, Urban Planning or related field, plus three years of progressively professional experience in real estate development, including affordable and mixed-income 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 a Master's degree in a related field and experience in one or more of the following:

- The complexities associated with affordable housing development, policy, and finance;
- Real estate development process for rental and homeownership programs, including market analyses, land and site development planning, financing and equity mechanisms, financial feasibility analysis, housing program agreements, and real estate law.
- Supervisory, team leader and/or program manager responsibilities including the hiring and supervising of professional staff;
- Working with 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;
- Land use and zoning tools used in developing affordable housing, including reviewing and analyzing land use changes and density transfers;
- Developing multifamily and single-family affordable housing and/or public/private real estate development projects;
- Development and use of financial computer spreadsheet analysis in the preparation of development project proformas, cost benefit summaries, and fiscal impact analysis.

**HOW TO APPLY:**

To apply online go to [https://careers.arlingtonva.us/](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.