ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT

PRINCIPAL DEVELOPMENT SPECIALIST
(AFFORDABLE HOUSING)
Community Planning, Housing and Development

Salary Range: $83,179.20 - $127,025.60 Annually

Announcement No: 3622-21A-PHD-SD Closing Date: 10/01/2020

An Equal Opportunity Employer/Reasonable Accommodation upon Request

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

POSITION INFORMATION

Arlington County’s Community Planning, Housing and Development (CPHD) Department is looking for a strategic and motivated Principal Development Specialist to join the Housing Development team.

The Principal Development Specialist (Affordable Housing) will lead the underwriting, County funding approval, and loan closing processes for multiple complex projects to increase the County’s supply of affordable housing, including determining the development potential of sites and viability of project funding sources. The Principal Development Specialist will also lead an initiative for the Housing Arlington program effort, assess real estate markets, interpret special exception site plan project conditions, land use and zoning ordinance provisions and negotiate affordable housing loan terms and conditions with developers.

Specific duties include:

- Underwriting loan requests for the County’s Affordable Housing Investment Fund (AHIF) program and/or Federal HOME and CDBG programs;
- Presenting funding recommendations to the Citizen’s Advisory Commission on Housing and to the County Board;
- Closing on loans for multiple complex affordable housing projects visible within the community which are broad in context and may be politically charged;
- Serving as a subject matter expert to staff, developers, citizens, County management, leadership, and other departments regarding affordable housing policies, programs, regulations, and development opportunities in Arlington;
- Leading the Institutional Partnerships initiative, which explores new partnerships between the faith community, schools, local colleges, universities, housing providers, and other community-serving institutions;
- Providing counsel on a wide variety of urban planning and housing issues that impact or affect the County's affordable housing objectives;
- Applying extensive knowledge of relevant laws and regulations to manage affordable housing development work and developing policy recommendations;
- Researching, evaluating, and recommending approaches, proposals, programs, and policies that promote the development of affordable housing; and
- Performing other duties as assigned.

The ideal candidate will have:

- Substantive knowledge of affordable housing finance, including the Low-Income Housing Tax Credit Program and predevelopment, acquisition, construction, bridge, and permanent loan financing sources;
- Experience working with planners, community stakeholders, County/city management and leadership, civic associations, and citizen commissions on affordable housing.
project funding and entitlements;
- Ability to propose alternative solutions to loan issues arising during negotiations with developers regarding site plans and other project entitlement issues lacking precedent;
- Strong writing skills to prepare reports for funding recommendations to the County Board;
- Communication and interpersonal skills to resolve complaints and/or conflict, maintain liaison, and public speaking;
- Problem-solving skills to define problems and collect relevant information to recommend technical solutions to complex project issues; and
- Ability to complete negotiations on development agreements between public and private/nonprofit entities.

**SELECTION CRITERIA**

**Minimrums:**

- Bachelor's degree in Urban Planning, Construction Management, Real Estate Development, Finance, or related field; and
- Progressively responsible experience in multi-family rental housing development and finance programs, construction project management, real estate development and/or related program areas.

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

**Desirables:** Preference may be given to candidates with a Master's degree in related field and experience in one or more of the following areas:

- Working as a senior-level project manager and/or managing the development of affordable housing projects, including closing on financing;
- Applying urban planning, land use, and zoning tools for affordable housing; and
- Developing and using real estate financial models to evaluate project proformas and development sites.

**SPECIAL REQUIREMENTS**

Please attach a resume to the application. Please attach a cover letter or supplemental question response that describes how your experience and background qualifies you for this position, including identifying your accomplishments in the following areas:

- Working as a senior-level project manager and/or managing the development of affordable housing projects, including closing on financing;
- Applying urban planning, land use and zoning tools to support affordable housing development; and
- Developing and using real estate financial models to evaluate project proformas and development sites.

The applicant must possess, or obtain by time of appointment, a valid driver's license. The applicant must authorize Arlington County to obtain, or the applicant must provide, a copy of the applicant's official state/district driving record. Any offer of employment will be contingent upon a favorable review of the applicant's driving record.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate upon hire and annually thereafter.

**ADDITIONAL INFORMATION**
**Work Hours:** Monday - Friday, with flexible/remote work hours between 8:00am - 5:00pm. Regular evening and occasional weekend work will be required.

Please complete each section of the application. A resume may be attached; however, it will not substitute for the completed application. Incomplete applications will not be considered.

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/](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.

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**PRINCIPAL DEVELOPMENT SPECIALIST (AFFORDABLE HOUSING) Supplemental Questionnaire**

* 1. What is your highest level of education?
  - [ ] High School Diploma/GED
  - [ ] Bachelor's Degree
  - [ ] Master's Degree (or higher)

* 2. Please indicate if you have experience in any of the following:
  - [ ] Working as a senior-level project manager and/or managing projects in affordable housing development
  - [ ] Experience in multi-family rental housing development and finance programs
  - [ ] Closing on financing
  - [ ] Construction project management
  - [ ] Real estate development
  - [ ] Applying urban planning, land use and/or zoning tools for affordable housing
  - [ ] Developing and using real estate financial models to evaluate project proformas and
development sites

* None

3. How many years of experience do you have in multi-family rental housing development and finance programs, construction project management and/or real estate development?

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

4. Please provide a cover Letter or use the space below describing why your experience and background qualifies you for this position, including identifying your accomplishments in the following areas:
   - Working as a senior-level project manager and/or managing the development of affordable housing projects, including closing on financing;
   - Applying urban planning, land use and zoning tools to support affordable housing development; and
   - Developing and using real estate financial models to evaluate project proformas and development sites.

* Required Question