



CITY OF FALLS CHURCH

HOUSING DEVELOPMENT SPECIALIST

Closing Date: July 5, 2022

The City of Falls Church Housing and Human Services Department is recruiting for a Housing Development Specialist. This is a full-time position for the experienced professional to assume responsibility for developing, administering, monitoring, coordinating and evaluating affordable housing for the City.

The City of Falls Church strives to improve the lives of its citizens while maintaining a positive impact and providing solutions to neighborhood communities and society as a whole.

Falls Church is an independent city six miles from the nation's capital. It is small in area (2.0 square miles) and population (~16,000). The City is known for its urban village community, quality customer service, nationally ranked school system, environmental activism, and endless community activities.

Typical Responsibilities:

- Implement the City's affordable housing strategy as it relates to acquisition and development;
- Complete financial assessments and pro-forma analyses for proposed projects including value analyses related to inclusion of affordable housing;
- Participate on planning and development teams related to proposed projects;
- Negotiate affordable housing agreements and prepare necessary documents;
- Prepare reports related to affordable housing;
- Complete grant applications;
- Serve as staff liaison to the Housing Commission;
- Represent City interests to regional housing stakeholders;
- Monitor Affordable Dwelling Unit Program;
- Draft staff reports and deliver presentations before the City Council;
- Assist Director in development of policy and procedures.

Knowledge, Skills, and Abilities:

- General knowledge of real estate and development functions including acquisition, finance, appraisal, market analysis and negotiations; public and private financing; planning and zoning regulations; and environmental review requirements;
- Strong financial and analytical skills regarding project development and feasibility;

The City of Falls Church is committed to the letter and spirit of the Americans with Disability Act. To request a reasonable accommodation for any type of disability call 703-248-5030. (TTY 711)

Human Resources Department • 300 Park Avenue • Suite 200 West • Falls Church, VA 22046

• 703-248-5127

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- Knowledge of regulatory processes and applicable codes and ordinances;
- Excellent interpersonal, written and verbal skills;
- Excellent negotiating skills;
- Ability to work with interdepartmental teams.

Minimum Qualifications:

Minimum five years of experience in housing development, financing, and project management including at least one year in affordable housing development. Bachelor's Degree in real estate development, urban planning, business administration, economics, or related field.

Preferred Qualifications:

Master's Degree.

Hours: 40 hours per week, some evening meetings required.

Salary and benefits: \$60,655-\$100,141 depending on experience. The benefits package includes health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more.

To Apply: Please apply at www.fallschurchva.exacthire.com.