



## Fairfax County Housing/Community Developer II

<b>SALARY</b>	\$31.78 - \$52.97 Hourly \$2,542.46 - \$4,237.46 Biweekly \$66,103.86 - \$110,173.86 Annually	<b>LOCATION</b>	FAIRFAX (FH22), VA
<b>JOB TYPE</b>	FT Hourly W BN	<b>JOB NUMBER</b>	24-01070
<b>DEPARTMENT</b>	Housing & Community Dev	<b>OPENING DATE</b>	04/27/2024
<b>CLOSING DATE</b>	5/10/2024 11:59 PM Eastern	<b>PAY GRADE</b>	S24
<b>POSTING TYPE</b>	Open to General Public		

---

### Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our County every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

Seeking an individual with strong program implementation, organizational, and analytical abilities, exceptional communication skills to manage the administration of the Board of Supervisors' Affordable Dwelling Unit (ADU) Program and the Workforce Dwelling Unit (WDU) Policy under the Fairfax County Redevelopment and Housing Authority's (FCRHA) First-Time Homebuyer Program (FTHB Program). The work will advance the County's goal to provide affordable homeownership opportunities by directly working and supporting homebuyers with a spectrum of income levels, including low- and moderate-income households. The key to the work is understanding affordable homeownership needs in the county and expanding financing resources to create a path to homeownership. The individual in this position will be expected to gain a complete knowledge of the ADU Ordinance, WDU Policy, and procedures governing the legacy FTHB Programs and use this knowledge to assist homebuyers with understanding the program and manage all aspects of compliance.

The position will require intentional and effective engagement with diverse residents, development partners, lenders, and other stakeholders. Leveraging income and eligibility verification skills, residential sales experience, financing, and underwriting expertise will be critical to the success of creating and preserving affordable homeownership opportunities through the County's policies. The position will also create partnerships to identify pathways to homeownership, and expand access to financing, including downpayment and closing costs assistance. It will also evaluate program

implementation to provide recommendations for improvement and collaborate with others as part of a team of subject matter experts. The position will work directly with purchasers to prepare them for the responsibilities of homeownership. The individual in this position will counsel and educate purchasers on the homeownership purchase process, from eligibility verification through contract signing, settlement and post-purchase. The key to the work is understanding affordable homeownership needs and expanding county financing resources to create affordable homeownership opportunities. These tasks involve well-formed project management skills, often balancing multiple tasks simultaneously.

#### Key Responsibilities:

#### Compliance Project Management:

- Assists in all aspects of compliance project management with ADU, WDU, and other FTHB programs.
- Maintains complete knowledge of the ADU Ordinance, WDU Policy, and procedures governing the FTHB Programs.
- Manages compliance tasks such as deed change requests, extended control period sales, foreclosures, program restriction expiration, and refinance requests.
- Coordinates with lenders, realtors, escrow and title companies, county agencies, and inter- and intra-division collaboration to ensure compliance requests conform to program requirements.
- Oversees annual owners' occupancy certification requirements to ensure owners comply.
- Conducts research among compliance databases or other electronic records to document compliance violations.
- Conducts investigations as directed by the Senior Program Manager.
- Creates and maintains spreadsheets and databases with proficient use and knowledge of computer programs.
- Coordinates establishes and maintains program/project records and ensures that program/project files are kept up to date, organized, and complete.

#### Financing Project Management:

- Coordinates all aspects of project management for financing and loan programs.
- Prepares financial analysis on down payment and closing cost assistance programs and sales.
- Prepares drafts of legal documents in consultation with division management.
- Works with lenders, title and escrow companies, realtors, community groups, and other stakeholders to develop and market new financial assistance programs.
- Prepares draft marketing and underwriting materials for supervisor review and approval.
- Provides project management for various compliance activities associated with financing and loan programs.
- Enters and maintains loan amounts, recorded deeds of trust, notices, certificates of satisfaction, and financial records in Yardi and provides that information to Finance Management Division staff.

#### Sales Project Management:

- Assists in all aspects of project management and implementation of ADU, WDU, and FTHB program sales.
- Acts as liaison with developers on the sale of new construction ADUs and WDUs to ensure compliance with policies and procedures.
- Coordinates with lenders, realtors, contractors, county agencies, and inter- and intra-division collaboration to ensure timely sale and accurate pricing, maintain budget for each property, and determine purchaser eligibility per program and underwriting criteria.
- Maintains Yardi database. Reviews and processes applicant information and tracks information in Yardi software, including memos regarding status and other pertinent information.
- Updates technology with client information, including move-in, move-out, and unit information. Prepares unit purchase contracts, covenants, riders, monetary liens, deeds, deeds of trust, notices, and other required documents. Maintains file information according to division standards. Reviews owners' association documents and maintains paper and electronic project files.

#### FCRHA Policy and Procedures:

- Drafts items for the Board of Supervisors (BOS), FCRHA, and Loan Underwriting Committee (LUC) meetings regarding policy on affordable homeownership programs.
- Presents items to BOS, FCRHA, and LUC as necessary. Creates and maintains procedures for the effective management of affordable homeownership programs.

**Note:** The assigned program areas are affordable housing, program management, project management, rental programs, homeownership programs, inclusionary zoning programs, real estate sales, policy, compliance, lending, finance or contracts.

## Employment Standards

### **MIMIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to the following:

*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with a Bachelor's degree in a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field, plus two years of experience related to assigned program area.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

### **PREFERRED QUALIFICATIONS:**

- Knowledge and experience administering an affordable homeownership program, inclusionary zoning programs or Fairfax County's Affordable and Workforce Dwelling Unit Programs.
- Experience determining income and eligibility verification.
- Knowledge and experience in reviewing real estate sales, contract preparation, financing, and settlement documents.
- Strong written and verbal communication skills, including communicating with diverse populations.
- Knowledge and experience administering down payment and closing costs assistance programs.
- Excellent customer service skills.
- In-depth, progressive experience working with participants in the local, state, and federal affordable homeownership and rental programs.
- Excellent computer skills, including, but not limited to, experience with Yardi (or related affordable housing database) and the ability to extract data for annual reports and performance measures.
- Ability to use technology for tracking, reporting, and analyzing work efficiencies and enhancements desirable including experience developing and maintaining databases.
- Ability to plan and implement activities to ensure effective and efficient utilization of resources. Requires excellent observation and analytical skills and the ability to manage multi-tasks simultaneously in a demanding environment.

### **PHYSICAL REQUIREMENTS:**

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations. Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. All duties performed with or without reasonable accommodations.

### **SELECTION PROCEDURE:**

Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish](#), [Asian/Pacific Islander](#), [Indo-European](#), and [others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314.

[DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.

#LI-CP1

---

**Agency**

Fairfax County

**Address**

12000 Government Center Pkwy. Suite 270

Fairfax, Virginia, 22035

**Phone**

703-324-4900

**Website**

<http://agency.governmentjobs.com/fairfaxcounty/default.cfm>

## Housing/Community Developer II Supplemental Questionnaire

**\*QUESTION 1**

**What is the highest level of education that you have completed?**

- Less than 12th grade
- High school diploma or G.E.D.
- Some college
- Associate degree
- Bachelor's degree
- Master's degree
- Doctorate degree

**\*QUESTION 2**

**Please indicate all major(s) or minor(s) for your completed degree(s). Check all that apply.**

- Engineering
- Planning
- Architecture
- Economics
- Construction science
- Business Administration
- Public administration
- Finance
- Real estate
- Social work
- Public policy
- Other (related field)

- Other (non-related field)
- Not applicable

**\*QUESTION 3**

If you answered "Other (related field)" or "Other (non-related field)" for the previous question, please list all of your majors and minors. If this question does not pertain to you, or you do not have a degree, enter "Not applicable".

**\*QUESTION 4**

If you answered "Some college" for the highest level of education completed, please indicate the number of quarter or semester hours you have completed towards a related degree.

- Less than 45 quarter hours
- 45 to less than 90 quarter hours
- 90 to less than 135 quarter hours
- 135 to less than 180 quarter hours
- 180 or more quarter hours
- Less than 30 semester hours
- 30 to less than 60 semester hours
- 60 to less than 90 semester hours
- 90 to less than 120 semester hours
- 120 or more semester hours
- Not applicable

**\*QUESTION 5**

How many years of full-time equivalent experience do you have directly related to the assigned program area of this position? (Please note that answers must be substantiated in your application)

- None
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five to less than six years
- Six or more years

**\*QUESTION 6**

How many years of full-time experience do you have in administering affordable homeownership or inclusionary zoning programs?

- None
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years

- Four to less than five years
- Five to less than six years
- Six or more years

**\*QUESTION 7**

**How many years of full-time equivalent experience do you have working in real estate sales?**

- None
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five to less than six years
- Six or more years

**\*QUESTION 8**

**Please select the job duties in which you have professional experience. Check all that apply.**

- Determining income eligibility
- Working with affordable homeownership programs
- Preparing legal documents including real estate sales contracts
- Interpreting loan underwriting criteria
- Interpreting complex policy and procedures
- Using Yardi or similar software for client and property tracking
- None of the above

**\*QUESTION 9**

**Based on your selection for the previous question, indicate the combined years of experience within those areas?**

- None
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five to less than six years
- Six or more years

**\* Required Question**