



**PRINCE GEORGE'S COUNTY
GOVERNMENT**

Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
301-883-6330

<http://www.princegeorgescountymd.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Financial Underwriter (Community Developer 4A)**

An Equal Opportunity Employer

SALARY

\$68,173.00 - \$133,106.00 Annually

OPENING DATE: 01/27/23

CLOSING DATE: 02/16/23

THE POSITION

Come join our team! Located minutes from downtown Washington, DC Prince George's is the perfect family-friendly community to live, work, and play!

We are Prince George's Proud!

Located in the heart of the Baltimore/Washington corridor, Prince George's County borders Washington D.C. and is just 37 miles south of the city of Baltimore. Encompassing almost 500 square miles, with over 900,000 residents Prince George's County has an urban atmosphere that still manages to provide a scenic and peaceful place to live, work, and play.

The Department of Housing and Community Development is seeking to fill a **Senior Financial Underwriter (Community Developer 4A)** position, grade A-27, to serve within the Housing Investment Trust Fund Team Division. *This is a senior professional position within the Housing Development Division.*

The Senior Financial Underwriter is responsible for federal, state, and local programs focused on the development and preservation of affordable/workforce housing for low- and moderate-income persons. These programs include the Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Housing Investment Trust Fund (HITF), Payment-in-Lieu-of-Tax (PILOT) Program, and the Right of First Refusal (ROFR) Program. The incumbent participates in the collection, analysis, and summarization of related data.

LOCATION: 9200 Basil Court, Largo, Maryland Telework is available

EXAMPLES OF WORK

- Performs financial underwriting analysis of multi-family development proposals for low and moderate-income affordable/workforce residential units, to determine acceptability and degree of risk for projects concerning the financial structure ensuring that all costs are reasonable.

- Produces timely, accurate, pertinent, and other financial documents related to departmental housing development program activities for low- and moderate-income residents through the County's Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Housing Investment Trust Fund (HITF), Payment-in-Lieu-of-Tax (PILOT) Program, and the Right of First Refusal Program (ROFR), as well as DHCD departmental policies and procedures.
- Creates application materials and notices of funding availability (NOFA) advertising the availability of County funding. Develops and maintains forms and templates for use in the financial underwriting of requests for County subsidies.
- Reviews and provides recommendations about third-party due diligence and related documents, including but not limited to, market analyses, appraisals, and financial partners' commitments.
- Reviews funding loan applications from housing developers for 'gap funding' to determine program eligibility and financial feasibility.
- Recommends approval and denial of financial underwriting proposals for low and moderate-income affordable/workforce housing based on financial risk as determined by housing development standards, federal, state, and local regulations and mandates, and departmental policies and procedures.
- Prepares draft commitment and closing documents for approved housing development projects.
- Coordinates the activities of housing development projects from initial inception to ultimate completion by local, state, and federal codes.
- Reviews loan disbursement requests and other related invoices for housing and community development activities.
- Accepts and performs tasks and duties, which may not be specifically listed, but are included at or above the classification level typically associated with this class of work to meet the agency's needs and guidelines in support of complex principle professional community development work and in developing and carry out new housing affordability programs.

QUALIFICATIONS

EDUCATION: Master's degree in business or public administration, real estate financing, or other related fields(s).

EXPERIENCE: Three (3) years of progressively responsible professional technical, analytical, and developmental work experience with at least one or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- Experience and knowledge performing underwriting analysis of multi-family development proposals for low and moderate-income affordable/workforce residential units are preferred.
- Experience preparing preliminary and final financial underwriting analyses and memorandum(s) by evaluating proposed development budgets, sources, and uses of revenue and funds are also preferred.

ADDITIONAL INFORMATION

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligible candidates, which will become effective approximately four (4) weeks after the closing date. Once a selection has been made, the register will expire.

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/e-verify.

CLOSING DATE: Applications must be submitted by 11:59 p.m. Eastern Standard Time (EST).

Internal Applicants: If you are a current Prince George's County Government employee and seeking a promotion, in accordance with Section 16-200 of the Personnel Law, you have the right to appeal a rejection rating within five (5) working days of receiving a rejection notice. Union employees should refer to their respective collective bargaining agreement and/or union representative for their grievance procedure.

*Prince George's County Government is an Equal Opportunity/Affirmative Action Employer
Committed to Diversity in the Workplace*

APPLICATIONS MUST BE FILED ON-LINE AT:
<http://www.princegeorgescountymd.gov/>

EXAM #06411
SENIOR FINANCIAL UNDERWRITER (COMMUNITY DEVELOPER
4A
MC

Senior Financial Underwriter (Community Developer 4A Supplemental Questionnaire)

- * 1. Select the response that best describes your experience your highest level of completed education?
 - High School Diploma/ G.E.D.
 - Associate Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. How many years of experience do you have of progressively responsible underwriting experience for residential transactions?
 - 1-3 years
 - 3-5 years
 - 5-7 years
 - 8+ years
- * 3. Describe in detail your experience performing professional underwriting responsibilities, please provide a description of your experience and for how long. DO NOT TYPE "SEE RESUME".
- * 4. How many years of experience do you have in the affordable housing industry?
 - Less than 3 years
 - 3-5 years
 - 5-7 Years
 - 8+ years

5. Please describe in detail your experience within the industry to include your level of responsibility and the federal, state and local programs that governed that experience.
- * 6. I acknowledge and understand that the responses to the supplemental questions must reflect the information provided under the "Work Experience" section of the application. My responses will be used to determine whether I possess the minimum qualifications for the position.
- Yes
- No

* Required Question