



**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**

*An Equal Opportunity Employer*

**SALARY**

\$66,188.00 - \$120,636.00 Annually

**OPENING DATE:** 12/21/21

**CLOSING DATE:** 01/21/22

**THE POSITION**

*An Equal Opportunity Employer*

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 qualified applicants to fill a Community Developer 4A position, grade G-24, to serve as a Senior Financial Underwriter, within the Housing Investment Trust Fund Team Division.

**About this Position:**

This is a senior professional position within the Housing Development Division. The incumbent of this position serves as the Senior Financial Underwriter for federal entitlement programs focused on the development of affordable/workforce housing for low- and moderate-income persons. The federal programs include the Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Housing Investment Trust Fund (HITF) and the Payment-in-Lieu-of-Tax (PILOT) Program. The incumbent participates in the collection, analysis, and summarization of related data. Excellent technical skills are required in order to provide for the prudent financial underwriting of program loans. The incumbent additionally serves as DHCD lead on special projects requiring interaction with government officials and consultants and plays a key advisory role in the award or denial of subsidy requests and in department initiatives such as the Right of First Refusal (ROFR) Program. The incumbent represents DHCD in external public facing meetings and participates in internal meetings with DHCD's executive leadership. Work performance for all duties of the position is evaluated based on achievement of departmental goals and objectives, with respect to, the timely and successful completion of assigned tasks and duties requiring careful independent consideration under limited supervision.

**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 with respect to 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 in accordance with 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 pertaining to third party due diligence and related documents, including but not limited to, market analyses, appraisals, and financial partner's commitments.
- Reviews entitlement 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 in accordance with 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 in order to meet agency's needs and guidelines in support of complex principle professional community development work and in developing and carry out new housing affordability programs.

### **MINIMUM QUALIFICATIONS**

Master's degree in business or public administration, social services, sociology, psychology, or other field(s), plus three (3) years of progressively responsible professional technical, analytical and developmental work experience with at least one (1) year in a lead/supervisory role; or an equivalent combination of education and experience.

**ADDITIONAL INFORMATION**

**PREFERRED QUALIFICATIONS:**

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

**Location: 9200 Basil Court, Largo, Maryland Telework is available**

**Work Environment:** Senior Financial Underwriter typically work in offices. Travel to attend events and visit meeting sites during and after-hours typical office hours may be required.

**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](http://dhs.gov/e-verify).

**CLOSING DATE: ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.** Applications must be submitted by **11:59** p.m. Eastern Standard Time (EST) on **January 21, 2022**.

***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 #05300  
SENIOR FINANCIAL UNDERWRITER  
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## Senior Financial Underwriter Supplemental Questionnaire

- \* 1. 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
- \* 2. Select the response that best describes your experience your highest level of completed education?
  - High School Diploma/ G.E.D.
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
- \* 3. Do you have at least three (3) years of progressively responsible underwriting experience?
  - Yes
  - No
- \* 4. Describe in detail your experience performing professional underwriting responsibilities. Include the name of the employer(s) where work was performed and specify the dates where experience was earned. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A"
- \* 5. Do you have at least one year of experience performing supervisory responsibilities?
  - Yes
  - No
- \* 6. Describe in detail your experience performing supervisory responsibilities. Include the name of the employer(s) where work was performed. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A"
- \* Required Question