

Senior Planning Specialist
Montgomery County, Department of Housing and Community Affairs

To apply: go to <http://www.montgomerycountymd.gov/ohr/staffing/careers.html>, Careers → WORK4MCG → Search Jobs. See Job announcement IRC55529

About the Department of Housing and Community Affairs

The Department of Housing and Community Affairs (DHCA) works to preserve and increase the supply of affordable housing, maintain existing housing in a safe and sanitary condition, preserve the safety and quality of residential and commercial areas, ensure fair and equitable relations between landlords and tenants, and support the success of common ownership communities – all with a focus on reducing racial inequities and climate change impacts.

About the Position

DHCA seeks an individual who is highly organized, capable of understanding and structuring a real estate development loan, have excellent analytical, writing, public speaking, and customer service skills. The Senior Planning Specialist will be responsible for analyzing requests from for-profit and nonprofit affordable rental housing developers for County funding to facilitate the development and/or preservation of the County's affordable housing inventory.

The employee must have a strong work ethic, be able to work independently and as part of a team, work under time-sensitive conditions, handle multiple assignments simultaneously, and work effectively and equitably with a variety of stakeholders including financial institutions.

PRIMARY RESPONSIBILITIES INCLUDE

- Perform loan underwriting and for organizing, managing, and evaluating a wide range of requests for funding including but not limited to the County's Housing Initiative Fund (HIF), Affordable Housing Opportunity Fund, and Federal HOME and Community Development Block Grant (CDBG) programs.
- Perform tasks for loan intake, analysis, and processing.
- Manage development projects for County owned sites through entitlement, subdivision, special-exception and zoning processes.
- Evaluate loan applications to the Department, make recommendations on which projects should be funded and with what terms and conditions.
- Present funding recommendations, including terms, conditions and structure to the Selection Advisory Committee and Department Director.
- Negotiate, execute, and monitor agreements with developers/builders to generate affordable housing units.
- Provide technical assistance to for-profit and non-profit affordable housing developers seeking County financial support for the development of affordable housing.

- Build and maintain relationships with for-profit and nonprofit borrowers, structuring loans to balance the needs of the borrower within acceptable risk tolerances of DHCA and consistent with DHCA policy goals
- Build and maintain relationships with the affordable housing development industry, financial institutions, and State, Federal and local funders.
- Attend evening meetings and at times a need to perform work assignments outside the office.
- Perform related duties as required.

Minimum Qualifications:

Experience: Minimum five (5) years experience in a development, financing and/or lending specialization related to real estate finance or development

Education: Graduation from an accredited college or university with a Bachelor's degree in housing development, urban planning, community development, public administration, real estate or related field

Equivalency: An equivalent combination of education or experience may be substituted.

License: None

Probation: The individual appointed to the position will be required to serve a probationary period of six (6) months during which time performance will be carefully evaluated. Continuation in the position in will be contingent upon successful completion of the probationary period.

Preferred Criteria:

1. Knowledge of real estate and/or housing development finance and real estate principles/practices, including an operational knowledge of Federal, State, and local multifamily affordable housing financing programs.
2. Experience underwriting loans, analyzing, preparing proformas, and closing loans for affordable housing multifamily transactions.
3. Experience in working with legal counsel in reviewing a variety of legal documentation for real estate loan transactions.
4. Experience in preparing and analyzing financial documentation and financial reports.
5. Experience in working with federal and state funding programs such as Low Income Housing Tax Credit (LIHTC), Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and other related housing programs.

6. Experience in presenting testimony, presentations and positions before government agencies, legislative bodies, citizen advisory groups, etc.