

Supervisory Contract and Loan Specialist

How to apply: [Visit this website](#) and type 25926 in the search bar

Job Summary

This position is located in the Department of Housing and Community Development, Development Finance Division (DFD). This Division is responsible for the administration of programs designed to provide financial assistance for multifamily rehabilitation, new construction and commercial projects in the District of Columbia. This Division is also responsible for the disposition of Department-owned land and related site preparation activities associated with land development.

Major Duties

The incumbent will serve as Deputy Manager of the Development Finance Division and will assist in providing policy guidance and management of a number of Housing Production Trust Fund, Community Development Block Grant (CDBG) and HOME funded programs designed to provide financial and technical assistance to developers involved in the new construction and rehabilitation of housing and commercial development projects. Conducts qualitative and quantitative analysis and research of programs, processes and staff productivity. Advises the Division Manager on special complex development projects. Participates in discussions, the formulation of recommendations, and development of strategies on matters of housing, community development and economic development. Develops and presents reports as required. Works with and through assigned team members in accomplishing the Division's goals and administering programs. Meets with members of the development community on specific projects and encourages development consistent with the Department's goals.

Reviews the work of assigned staff to ensure compliance with applicable laws, rules and regulations governing various funding sources. Troubleshoots projects to identify barriers, follows-up with assigned staff and works to develop regulation-compliant-solutions and develops recommendations to change process to resolve future issues. Assists in the coordination of the development review process for all assigned projects including post-developer selection activities. Assists with the coordination of other internal offices and other District agencies to ensure that necessary supporting activities are scheduled and completed on a timely basis. Assists assigned staff in the preparation of requests for proposals for, residential and commercial development projects and manages the evaluation and selection process of these projects. The incumbent may be assigned to represent the Division Manager at various meetings or during his/her absence. The incumbent is required to attend evening and weekend meetings as directed.

Education and Experience

Graduation from an accredited four-year college or university with a bachelor's degree plus six(6) years of specialized experience performing duties related to the work of the position; one (1) year of the specialized experience must be equivalent to the CS-13 grade level in the District of Columbia

government service. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

OR

An equivalent combination of education and experience.

Licensure/Certification

None.

Work Environment

The work is performed in an office setting.

Other Significant Facts

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: MS-1101-14

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit (Non-Union): This position is not covered under collective bargaining.

Duration of Appointment: This is an at-will Manager Supervisory Service (MSS) position.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.