

Residential Development Officer

SUMMARY DESCRIPTION

The primary function of the Residential Development Officer is to administer the City's housing rehabilitation programs and oversee the city-funded Emergency Repair Program, first-time homebuyer programs, and State Lead Based Paint Program. The Residential Development Officer is responsible for actively managing complex projects, project administration, and ensuring compliance with Housing and Urban Development (HUD) guidelines. This position operates under the supervision of the Director of Community and Economic Development.

REPRESENTATIVE DUTIES

1. Assist with financial arrangements and contracts.
2. Manage relationships with homeowners and contractors.
3. Qualify applicants for various programs according to program guidelines.
4. Coordinate and prepare loan applications and loan closing documentation.
5. Manage and complete due diligence activities within appropriate timeframes and schedules.
6. Perform thorough and critical reviews of all information pertaining to project feasibility.
7. Maintain files on all projects pursuant to HUD regulations.
8. Provide information and data for city, county, and federal reports.
9. Process invoices for contractors and vendors connected to the programs.
10. Conduct loan closings with homeowners.
11. Oversee State DCED Access Program.
12. Ensure all compliance documentation and processes are completed with PHMC and DEP.
13. Perform all work duties and activities in accordance with City policies and procedures.
14. Work in a safe manner, reporting unsafe activities and conditions, and adhering to city-wide safety policies and practices.
15. Perform any additional duties or tasks as assigned by the Director.

QUALIFICATIONS

KNOWLEDGE

1. Thorough understanding of the State Lead Based Paint Program, rules, regulations, guidelines, and reporting requirements.
2. Knowledgeable with the Housing and Urban Development Integrated Disbursement Information System.
3. Understanding of Federal and State Housing Assistance Programs.
4. Highly fluent in MS Excel and Word.
5. Ability to effectively communicate orally and in writing.
6. Ability to work well with others.
7. Ability to effectively record, document, and process complex information in a timely manner.
8. Ability to safeguard sensitive and confidential information from intentional or unintentional disclosure.

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training:

Bachelor's degree in public administration, business administration, urban planning, or a related field, or 3 years minimum experience in Department of Housing and Urban Development program activity and residential development.

Experience:

Three years of increasingly responsible experience in community development, municipal planning, infrastructure planning, and land development, including two years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The position requires the employee to occasionally lift or pull light objects less than 20 pounds. The employee must have the ability to concentrate on complex detail and be able to understand and relate instructions. The position requires the use of the hands to operate

computer, printer, and calculator controls. The employee must have the ability to see small printing of figures and to hear normal phone conversations.

ADDITIONAL REQUIREMENTS

1. Must possess a valid Pennsylvania Driver's License.
2. Must maintain high standards of business and personal conduct.
3. Must be able to pass a background investigation report.
4. Must be able to pass a drug test if required.
5. Must be able to pass a physical examination if required.

Bargaining unit: N/A

FLSA Status: Exempt

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Residential Development Officer position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time