

Community Development Program Manager I

Dept/Div: Community Development/Homeownership and Federal Grants Division

FLSA Status: Exempt

General Definition of Work

Performs intermediate skilled technical work assessing conditions and capital needs of residential structures, completing capital improvement projects, determining applicant eligibility for loan programs, planning and organizing property inspections to ensure compliance with applicable program requirements, and assisting with housing and development programs, plans, grants and reporting, and related work as apparent or assigned. Work is performed under the general direction of the Community Development Division Manager, with limited oversight by the Community Development Program Manager II. Occasional oversight is exercised over the Community Development Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Maintains Loan Program information systems, monitoring and research; including waiting lists, loan files, project accounts, program forms, and generation of reports; ensures file documentation is complete and audit-ready.
- Researches and prepares reports, presentations and other correspondence related to strategic planning and housing and community development issues as assigned by the Assistant Director, Deputy Executive Director or Executive Director.
- Stays informed of emerging trends and data; participates in committees; and attends meetings, workshops, and conferences.
- Reviews and approves owner-occupied rehabilitation loan program applications for multiple loan programs, including completing income verifications; credit and budget analysis; and ensuring each loan meets underwriting criteria. Issues recommendations for loan approvals and denials. Prepares loan closing documents and conducts loan closings with homeowners. Processes requests for loan pay-offs and subordinations
- Communicates effectively and proactively with loan program applicants and borrowers. Promotes multiple home improvement loan programs through outreach events and collaboration with partners.
- Assists with facilitating specific assigned housing and redevelopment programs, including supporting administration of the Federal HOME and CDBG programs.
- Assists with due diligence task associated with a variety of housing and community development financing programs; conducts application review; and prepares and reviews required documents

Knowledge, Skills and Abilities

Competencies required:

Thorough knowledge of real estate and property management; comprehensive skill managing programs; thorough skill leading mission driven change; thorough skill building strategic relationships; thorough skill managing financial resources; general skill leading other people; general skill managing human resources; general skill serving program clients; ability to display project management and organizational skills; ability to display analytical and critical thinking skills; ability to display proficient communication skills; ability to use standard computer equipment.

Other knowledge, skills and abilities required:

Thorough knowledge of the federal procurement process; some knowledge of federal HOME and CDBG funding program and compliance reporting requirements; general knowledge of federal Low Income Housing Tax Credit financing and program regulations; thorough knowledge of real estate practices as they relate to HUD properties;; general knowledge of local, state and federal guidelines governing public housing and housing finance; thorough knowledge of construction design services and construction administration; thorough knowledge of the reports necessary to comply with housing programming; general knowledge of housing finance policies, program policies and manuals; thorough skill creating and maintaining maps; comprehensive skill gathering and presenting data related to capital improvement budgets and progress reports; thorough skill operating standard office equipment and related hardware and software; thorough skill creating and maintaining maps; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to drive to project sites; ability to

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establish and maintain effective working relationships with contractors, vendors, legal counsel, financial advisors, consultants, state and national agency affiliates, municipal and County staff, Agency staff and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Bachelor's degree with coursework in planning, project management, or related field and moderate experience working in urban studies, planning, housing, government housing administration, construction project management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Federal Davis Bacon Compliance Monitoring training.

Applicable Agency and department training necessary to meet the essential functions will be provided upon hire.

Valid driver's license in the State of Minnesota.