

HOUSING DEVELOPMENT OFFICER

Brief Job Description

Under the direct supervision of the Senior Housing Development Officer, the Housing Development Officer is responsible for all appropriate project and program management activities.

Primary Responsibilities and Tasks

- Prepares and review Requests for Proposals and manage the property disposition process.
- Performs developer selection and negotiation and ensure compliance with program, project and funding requirements, as well as, policy standards.
- Oversee projects through community process, public approvals and permits, into and through closing, construction, sales (or rent-up) coordinating with other City Agencies and approvals.
- Coordinates project and/or program at appropriate points with the project team and divisional and agency staff.
- Performs financial structuring, and restructuring for workouts, including appropriate use(s), costs, affordability, public subsidy and public benefits.
- Works with staff to process funding requests, awards, commitments, requisitions and contract payments.
- Maintains project files, prepare project status reports, prepare updates for the Directors Tracking.
- Prepares and coordinates applications for state and federal resources, including housing grants and loans, rental assistance, and/or public services.
- Manages programs that involve negotiations and coordination among multiple public and private agencies.
- Prepares, negotiates, and administers public service and rental assistance contracts with non-profit organizations.
- Assists with policy development pertaining to housing and housing-related services.
- Performs related work as required.

Minimum Entrance Qualifications

- At least (2) years experience in real estate development or finance.
- Familiarity with principles of real estate finance, real estate development and management, housing construction and rehabilitation, and mortgage financing.
- Working knowledge of federal and state regulations for housing and community development programs and resources.
- Familiarity with Boston neighborhoods and history, housing and community development issues, public housing subsidy programs, and city government.
- Familiarity with computerized word processing and spreadsheet programs.
- Strong organizational, writing, negotiation, speaking, and interpersonal skills.
- Ability to exercise good judgment and focus on details as required by the job.
- Appropriate educational substitutions may be made.

BOSTON RESIDENCY REQUIRED

Terms:

Union/Salary Plan/Grade: SEIU 888/N-22

Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.