

City of New Bedford, MA Job Description

Job Title: Affordable Housing Specialist

Pay Grade: M-07

Pay Range: \$51,655 – \$64,574

JOB SUMMARY

Assists with the day-to-day administration of the HOME and CDBG Housing programs; evaluates and underwrites affordable housing applications and makes recommendations to the Deputy Director; coordinates the first time homebuyer program, including the First Time Homebuyer Seminars.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Ensure that City records are kept in compliance with Federally-funded affordable housing program rules and regulations.
- Work with the Deputy Director and housing staff in the day-to-day administration of federally-funded affordable housing programs.
- Coordinate the First Time Homebuyer Seminars Program, including speaking program, co-sponsor involvement, recordkeeping and re-certification process, as well as various program logistics.
- Work with the Deputy Director to provide analysis of Federal and State rules and regulations as questions arise.
- Coordinate the First Time Homebuyer Program and HOME/CDBG housing programs including working directly with applicants, lenders and housing staff to process applications and information; review and perform financial underwriting analysis of loan applications; prepare commitment letters and coordinates rehabilitation process.
- Review files for evidence of compliance with conditions of award. Analyze project applications for quality, completeness, feasibility and consistency with City policies and goals.
- Prepare for project closings, in coordination with staff, by ensuring that all conditions for funding and all applicable program regulations have been met, and all necessary information is complete.
- Review and analyze, along with rehabilitation staff, construction payment requests received from contractors to recommend payments based on performance accomplishments.
- Monitor project status pre- and post-loan closing for adherence to program guidelines and HUD regulations.
- Represent department, as appropriate, to lenders, realtors, State agencies, Federal agencies, community groups and various non-profit organizations.
- Prepare and assist in the development and delivery of presentations and marketing materials.
- Assist in the preparation of grant applications and reports regarding affordable housing programs as needed.
- Perform related work as required and assigned.

