

## **HOUSING PROGRAM SPECIALIST** **(Department of City Development)**

**PURPOSE:** Under the direction of the Commercial and Residential Rehabilitation Manager, the Housing Program Specialist assesses, underwrites, processes, and closes loans for the Department of City Development's loan programs. The person in this position also participates in activities relating to neighborhood outreach, home ownership training, and other special housing programs administered by the Department of City Development. This is a grant-funded position.

### **ESSENTIAL FUNCTIONS:**

- ◆ Prescreens loan applications and performs initial review of case files.
- ◆ Obtains the required verifications for loan decisions.
- ◆ Coordinates the development and acceptance of rehabilitation plans and cost estimates with applicants and technical specialists.
- ◆ Prepares and presents cases for loan committee approval.
- ◆ Prepares cases for loan closing, including the ordering of title insurance.
- ◆ Closes loans, including explaining documents to mortgagors, or arranges for third party closing.
- ◆ Prepares files for creation of notices of loan approval and transfers files to administrative staff.
- ◆ Makes referrals to other programs or agencies.
- ◆ Works with applicants to resolve title problems, address delinquent taxes, and handle other related issues.
- ◆ Prepares correspondence related to the status of clients' cases, responding to requests for documents, and more.
- ◆ Fosters relationships with and markets to outside agencies and partners.
- ◆ Performs other essential functions as required.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in business administration, finance, or a related field from an accredited college or university.
2. Two years of experience in community lending or housing counseling performing duties related to this position.  
*Equivalent combinations of education and experience will also be considered.*
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- ◆ Knowledge of real estate principles and ability to analyze and process federal, state, and local forms.
- ◆ Ability to analyze financial information to make sound loan underwriting decisions.
- ◆ Ability to perform accurate financial calculations.
- ◆ Ability to plan and accomplish work, work within deadlines, and manage a large caseload successfully.
- ◆ Problem-solving skills.
- ◆ Ability to learn about City of Milwaukee neighborhoods and the housing needs of its citizens.
- ◆ Honesty and integrity.
- ◆ Oral communication skills.
- ◆ Written communication skills.
- ◆ Interpersonal, customer service, and counseling skills.
- ◆ Ability to use a computer to enter and retrieve data as well as to use standard office applications such as word processing, spreadsheet, and email.

**THE CURRENT SALARY RANGE (SG 546) IS:** \$45,210.36 to \$55,272.88 with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **October 15, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.