

**TITLE** Associate Staff Analyst (12627)  
(MIRP Loan Officer) 2 Positions

**SALARY**  
\$51,396 - \$76,527

**DIVISION**  
Development/New Construction Finance

**LOCATION**  
100 Gold Street

**JOB DESCRIPTION**

The Mixed Income Rental Program (MIRP) provides developers with bond-act financing, through the New York City Housing Development Corporation, and HPD direct subsidies for the construction of affordable rental housing, with set-asides for homeless or very low-income families. The MIRP program represents a key element in New York City's 10-year New Housing Marketplace Plan.

HPD's Division of New Construction Finance has 2 positions available for loan officers/project managers. The successful applicants will have responsibility for all aspects of project management, including financial modeling, to determine financial feasibility of projects and manage them through the commitment, loan closing and construction phases. There will be significant contact with for-profit and non-profit developers, affordable housing lenders, and an opportunity to work on a wide range of projects. Duties will include:

- Evaluating applicant experience and background to determine eligibility to participate in the program;
- Determining the feasibility of proposed projects, including performing financial analysis utilizing Excel spreadsheets;
- Preparing credit and other project proposal materials for senior staff review;
- Acting as liaison to developers, financial institutions and other project partners, other HPD divisions, and governmental agencies to resolve problems, expedite projects, and provide resources for homeless families;
- Tracking, monitoring and troubleshooting projects through processing, commitment, pre-construction, construction, and rent up;
- Counseling applicants in program policies and regulations and assisting applicants in preparing applications as required.

Candidates should have excellent analytic, written, and verbal communication and organizational skills and knowledge of Word, Access, and Excel. The ability to present and integrate complex sets of information in charts and tables, and familiarity with Access, are valued skills. The position may require limited fieldwork and occasional attendance at evening meetings in the field.

**QUALIFICATION REQUIREMENTS**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area.

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

**MUST BE A NYC RESIDENT**

*While we appreciate every applicant's interest, only those under consideration will be contacted.*

**TO APPLY FOR CONSIDERATION, PLEASE WRITE:**

**NAME:** The Department of Housing Preservation and Development  
Susan Kensky

**ADDRESS:** 100 Gold Street, Room 9-PO1  
New York, New York 10038

**\* Please indicate the transmittal number on your resume or cover letter when responding.**

**HPD AND THE CITY OF NEW YORK ARE EQUAL OPPORTUNITY EMPLOYERS**

**DATED**  
2/6/07

**POST UNTIL**  
2/27/07

**TRANSMITTAL NUMBER**  
806-07-143