

TITLE	Associate Staff Analyst (12627) (MIRP Loan Officer)	SALARY	\$51,396 - \$76,527
DIVISION	Development/Housing Incentives	LOCATION	100 Gold Street

JOB DESCRIPTION

HPD's Division of New Construction has a position available as Loan Officer for its Mixed Income Rental Program (MIRP), which provides financing for low-income and homeless multifamily new construction.

This position will have responsibility for all aspects of project management, including financial underwriting, to determine the feasibility of projects and manage them through the commitment, loan closing and construction phases. Duties may 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 computer 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 and move projects forward;
- Tracking, monitoring and troubleshooting projects through processing, commitment, pre-construction and construction;
- 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 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
William Dunn

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 6/1/06	POST UNTIL 6/21/06	TRANSMITTAL NUMBER 806-06-176
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