

TRANSACTIONS MANAGER
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent initiative and judgment, performs highly confidential, exceptionally difficult and responsible administrative work in overseeing capital markets transactions in connection with major structural rehabilitation activities necessary for the maintenance/repair of a large number of structures or buildings.

Examples of Typical Tasks

Administers multiple real estate transactions.

Conducts and/or reviews advanced financial modeling with an emphasis on affordability analysis, loan sizing, real estate tax benefit analysis, and cash flow projections.

Supervises the review and analysis of underwriting and preservation proposals submitted by project sponsors and makes recommendations to the Vice-President about project feasibility.

Assists the teams with facilitating approvals necessary for closings, including credit approval.

Ensures timely completion of transactions.

Evaluates project costs, land valuation, loan terms, affordability levels, etc.

Models potential development scenarios for city-owned sites in advance of issuing Requests for Proposals.

Reviews and scores the financial feasibility of responses to Requests for Proposals for city-owned sites.

Analyzes, evaluates, and improves underwriting standards and policies for the Programs. Assists with construction workouts where financial analysis is required.

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Examples of Typical Tasks (continued)

Oversees closings on an as needed basis.

Works closely with colleagues from NYC, NY State, and Federal agencies involved in the development of affordable housing.

Performs other tasks related to housing development finance.

Represents the Trust in meetings with inter-agency representatives, development partners, lenders, and residents.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of full-time satisfactory professional experience in the development, appraisal, financing, negotiation, or disposition of real estate, or in real estate law, or in urban planning or analytical or coordination work related to housing programs; or
2. A satisfactory combination of education and/or experience which is equivalent to "1" or "2" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering, or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have at least two years of experience as described above

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.