



DEPARTMENT: Center for Housing Opportunities

POSITION: Manager of Community Housing Programs

POSITION SUMMARY

This position is responsible for the implementation and daily operations of community-based housing programs, which may include, but are not limited to, the Homeowner Assistance Program (HAP), Pittsburgh Home Rehabilitation Program (PHRP), Down Payment & Closing Cost Assistance Program, Homeowner Emergency Loan Program (HELP), Home Accessibility Program for Independence (HAPI), Neighborhood Housing Program (NHP), Housing Recovery Program – Developer (HRP-D), the Residential Façade Program, the Community Acquisition & Rehabilitation Loan (CARL) Program, the Housing Stabilization Program (HSP), and the Small Landlord Fund. The responsibilities of this position include overseeing a staff that originates home improvement loans and grants, deferred second mortgages, rental assistance payments, and loans to landlords. This position must manage the overall disbursement of project funds, monitoring and securing program funding, establishing program policies and procedures, and supervising professional staff. The position involves contact with representatives from federal, state and city agencies, lenders, contractors, real estate professionals, mortgage insurers, neighborhood organizations, community development corporations, elected officials, and the general public. This position requires excellent communication skills, strong analytical and advanced problem-solving ability.

ESSENTIAL FUNCTIONS

- Plan, organize and supervise the work of the community-based housing program professional, para-professional, and clerical staff. Recruit, interview and train new staff.
- Develop (when needed), implement and monitor the URA's community-based housing programs.
- Promote the URA's community lending programs to lenders, real estate professionals, non-profit organizations, community groups, elected officials, and the general public.
- If needed, work with financial advisors, trustees, bond counsel, servicer(s), participating lender(s) and mortgage insurers on mortgage program structure and financing related to the Pittsburgh Homeownership Opportunity Program (PHOP), a currently inactive mortgage program.
- Work with private lending institutions on loan origination, underwriting and processing.
- Develop and implement program operating procedures.
- Assist clients with understanding of and compliance with program requirements/procedures.
- Oversee the in-house underwriting of loans and provide recommendations or declination of funding to the Director of the Center for Housing Opportunities.
- Review project files and closing documents for accuracy, completeness and conformity to URA policies, guidelines and regulations.
- Ensure that loans and grants are originated in accordance with federal tax law, applicable underwriting guidelines, HUD regulations, URA program guidelines, and all other applicable local, state and federal regulations and guidelines.
- Under the supervision of the Director of the Center of Housing Opportunities, authorize and disburse program funds in accordance with contract documents and URA procedures.
- Prepare transmittals to fund program loans and grants at local lending institutions.

- Develop reporting formats required to evaluate the operation of the programs.
- Manage and maintain program budgets and available funding sources.
- Develop and support annual budget requests for program funding.
- Assist with preparation of financing applications to public and private funding sources.
- Procure (when necessary) and select, professional service providers including Housing Stabilization Program service administrators, Homeowner Assistance Program administrators, environmental consultants, general contractor(s), and lead consultants.
- If required, assist in the preparation of requests for proposals for various support services.
- Coordinate with the Engineering & Construction Department to ensure that homes are rehabilitated to applicable codes and standards and within approved budgets.
- Assist with the recruitment of general contractors to participate in URA programs.
- Ensure that project information is input into Salesforce and Portfol systems as required.
- Work in conjunction with other URA staff and/or consultants, to create centralized data system(s) for all community-based programs.
- Create a coordinated entry system for all home repair programs.
- Meet with the Homeowner Assistance Program administrators and the Housing stabilization Program administrators at least quarterly.
- Ensure that project files are organized and maintained in accordance with established procedures.
- Ensure that Part 58 clearances are obtained if required by the project funding source(s).
- Attend and/or present information to the HOF Advisory Board on an as-needed basis.
- Work with staff to create and maintain marketing material.
- Work with the MWBE Department to promote and inform the URA's role in increasing diversity in all HOF activities.
- Attend community meetings.
- Represent the Authority at banking, finance, development and other conferences, seminars, etc., as required by URA needs or interests.
- Other duties as may be required

QUALIFICATIONS

- This position requires a master's degree in Business Administration, Public Administration or a related field, plus at least three (3) years related experience; or a bachelor's degree and specialized training in housing finance, plus at least five (5) years related experience.
- Knowledge of community lending practices is also needed.
- The demonstrated ability to establish and maintain excellent working relationships with co-workers, individuals, agencies, community organizations, private and public lending institutions is required.
- Excellent verbal and written communication skills required
- Customer service skills required
- Knowledge of Microsoft Word, Excel, and PowerPoint required
- Knowledge of Microsoft Access is desired but not required.
- Knowledge of SharePoint is desired but not required.
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.
- **City residency is a condition of employment.**

SALARY RANGE: \$65,000 - \$70,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Director of Human Resources
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