

City of Buffalo Urban Renewal Agency Notice Of Vacancy

JOB TITLE: Senior Loan Administrator (Housing)

DATE: March 23, 2023

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 weekly

SALARY: \$57,102

**LOCATION: BURA Executive Offices
920 City Hall**

GRADE: 32.1U

GENERAL STATEMENT OF DUTIES:

The Senior Loan Administrator is directly responsible for ensuring compliance with program requirements in the delivery of City housing programs, including, but not limited to owner-occupied housing rehab, down payment and closing cost assistance, homebuyer activities, and rental housing rehabilitation and development; and coordinating assistance to property owners and BURA/City staff in the development and processing of all loan applications submitted to the Department.

Supervises staff in the evaluation of applications for refinancing; advises and provides assistance to Community Based Organizations in the preparation of loan applications; reviews all aspects of the application for compliance with HUD, City of Buffalo Housing Assistance Program Policies and Procedures, City Ordinances and regulations governing the use of HOME Investment Partnerships Program and Community Development Block Grant funds and other program funds, as appropriate.

The incumbent is responsible for HUD related reporting including the preparation of Annual Action Plan and Consolidated Plan information relating to the programs offered through HOME Investment Partnerships Program and Community Development Block Grant funds and other sources; and the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).

Coordinates the review of technical construction packages for adherence to HUD regulations; reviews and cosigns progress payment requests for major projects following project manager review ; reviews application for eligibility; establishes formulas to determine loans and grants categories and repayment schedules; coordinates the activities of the Housing Loan Review Committee; assists in the preparation of documents required to support compliance with federal or state regulations; serves as program liaison with HUD, banking institutions and Community Based Organizations, City Agencies and Departments and does related work as required.

MINIMUM QUALIFICATIONS:

Minimum Qualifications for the Senior Loan Administrator must include graduation from an accredited college or university with a Bachelor's Degree in business, business administration, business management, accounting, government relations or related field and evidence of at least five (5) years of full time experience in mortgage loan aspects of banking or real estate with special emphasis on servicing mortgage loan accounts or

Associates Degree in business management, accounting, administration, finance, government relations or a related field & a minimum of 6 years' experience in community and/or economic development program management and administration.

Must possess knowledge of the principles of mortgage loans, including processing, deeds, title searches, notes/mortgages, real estate agreements, credit and collection procedures. Customer service experience and knowledge of federal and state housing programs also required. Must possess clarity and organization in preparing written material and a working knowledge of Microsoft based office suite software.

Residency Requirements:

As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of starting date of employment.

Submission Instructions:

Cover letter and resume should be submitted by 4:30 pm (EST), April 5, 2023 to the attention of Yvonne McCray, Director of Housing, via email to bura@ch.ci.buffalo.ny.us. Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

Yvonne McCray, Director of Housing
City of Buffalo Urban Renewal Agency
65 Niagara Square
315 City Hall
Buffalo, New York 14202