

## Fairfax County Job Announcement

**Job #:** 16-01861  
**Job Title:** Associate Director Real Estate Finance (Housing/Community Developer V)  
**Opening Date/Time:** Sat. 01/07/17 12:00 AM Eastern Time  
**Closing Date/Time:** Fri. 02/03/17 5:00 PM Eastern Time  
**Salary:** \$36.47 - \$60.78 Hourly  
\$2,917.29 - \$4,862.14 Biweekly  
\$75,849.49 - \$126,415.54 Annually  
**Pay Grade:** S-30  
**Job Type:** FT Salary W BN  
**Location:** HOUSING & COMM DEV ADMIN, 3700 PENDER DRIVE, FAIRFAX (FH22), Virginia  
**Department:** Housing & Community Dev  
**Posting Type:** Open to General Public

**This job opportunity is being re-announced. If you applied previously, you do not need to re-apply to be considered.**

Independently lead the Real Estate Finance Branch of Fairfax County's Department of Housing and Community Development (HCD). Oversees and manages the development, structuring, underwriting and closing of complex financial transactions. Responsible for:

- Analysis, negotiation and implementation of complex financing plans for housing projects and programs, property rehabilitation loans and residential and commercial revitalization loans.
- Seeking and negotiating terms and establishing good working relationships with equity partners, third-party developers, bankers, underwriters, etc.
- Implementing policies, ensuring compliance with federal, state and local programs, and developing marketing plans for agency financing programs.
- Supervising a highly skilled and specialized staff, coordinating the general administration of the Real Estate Finance Branch, and representing the division before public bodies such as the Board of Supervisors, the Fairfax County Redevelopment and Housing Authority, and other federal, state, and local agencies.

### MINIMUM QUALIFICATIONS:

Any combination of education, experience and training equivalent to a graduation from an accredited four-year college or university, with a bachelor's degree in planning, public or business administration, business, finance or a related field; plus five years of progressively responsible managerial experience in their field of expertise.

### CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license.

### NECESSARY SPECIAL REQUIREMENTS:

Appointee will be required to complete a criminal background investigation, a credit check, and a driving record check to the satisfaction of the employer.

### PREFERRED QUALIFICATIONS:

Extensive experience with the following is preferred:

- Tax-exempt bond financing, loan underwriting, tax credit syndication and other complex financing structures;
- Direct knowledge of and experience with financial analysis, mortgage finance, finance structuring and underwriting;
- Document preparation and review;

- Program compliance related to the use of a variety of private, federal, state and local loan and grant programs for multi-family affordable housing and commercial revitalization;
- Working with the public, elected officials and government agencies;
- Planning and implementing activities in order to ensure effective and efficient utilization of resources.

Preferred applicants:

- Must be results driven, organized, and detail-oriented, with the ability to manage multiple priorities;
- Have excellent communication skills (verbal, written and presentation);
- Possess advanced knowledge of Microsoft Office Excel and Outlook;
- Have strong team leadership skills with supervisory experience and a commitment to staff development.

**PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature, however, job entails walking, standing, sitting, climbing stairs, reaching and bending; uses hands to grasp, handle, or feel; visual acuity is required to read data on a computer monitor; ability to drive a vehicle. Incumbent must be able to operate keyboard driven equipment and computer, and have the ability to lift up to 15 pounds with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 711. EEO/AA/TTY.