



HOUSING LOAN OFFICER

Department: Human Services
Job Class #: 350300
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and technical work in the Department of Human Services, Housing Loan Programs. An employee in this classification is responsible for accepting and reviewing loan applications for assistance under a variety of subsidized housing programs.

ESSENTIAL FUNCTIONS:

- Interview potential borrowers to determine loan eligibility and placement within the appropriate housing loan program.
- Collect all information from borrowers needed to process the loan application.
- Review packages submitted from Mortgage Lenders for Downpayment Assistance Loans.
- Review applications for financing of affordable housing development projects which will include a review of operating pro-forma's, development budgets, market studies, and other related information.
- Prepare documentation necessary to execute loans including, but not limited to, deeds of trust, promissory notes, written agreements, covenants, construction contracts, and other documentation as needed.
- Underwrite, prepare and present loan packages and make recommendations on loan approval to the Community Development Corporation ("CDC") Board of Directors, Division Manager, or other loan approval Committee's.
- Obtain documentation necessary to comply with program requirements. This may include appraisals, titles, credit reports, and other documentation as needed.
- Maintain loan portfolio and prepare financial documentation and other pertinent information, as required.
- Determine eligibility in accordance credit policy and with local, state and federal regulations regarding lending and specifically for the HOME Program and Community Development Block Grant Program.
- Respond to questions and complaints regarding loan servicing and financial policies related to various housing programs.
- Prepare progress and activity reports required by local, state or federal funding agencies.
- Analyze and prepare reports for affordable housing development projects.
- Answer routine requests for information regarding housing financing programs.
- Assist in the collection of delinquent accounts.
- Report to CDC Board and recommend action on delinquent accounts, bad debts expenses, loan modifications, and non-compliant loans.
- Perform Environmental Reviews on for Housing loan projects.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

HOUSING LOAN OFFICER
Classification Description - Pierce County
Page 2

OTHER JOB FUNCTIONS:

- Attend Trainings on Federal HUD Regulations.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but may provide training and guidance to new employees and temporary employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Housing Loan Officer works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. At work site incumbents may be exposed to various living situations and lifestyles. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station is required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. . Incumbents will be required to climb stairs and/or ramps when accessing client's homes. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Mortgage lending and contract processing methods, forms and procedures.
- General office practices, procedures and equipment.
- Documentation required to secure various types of housing loans. .
- General Real estate practices and procedures related to appraisals, title insurance, taxes, purchase and sale agreements, and fire and liability insurances.
- General banking procedures and practices as they relate to housing loans (single and multi-family)
- Loan servicing including collections, loan modification, foreclosure processes, and non-compliant loans.
- Local, state and federal regulations regarding lending.

Ability to:

- Understand and apply local, state and federal guidelines, rules and regulations pertaining to housing programs specifically the HUD HOME Investment Partnership Program and the Community Development Block Grant Program.
- Establish and maintain effective working relationships with program clients, lenders and fellow employees.
- Perform and prepare analytical and financial analysis for Housing Loans.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

HOUSING LOAN OFFICER

Classification Description - Pierce County

Page 3

- Communicate effectively with the frail elderly, the disabled and the public, having empathy for the needs of the clients, their families and their support systems.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Five or more years of work experience in mortgage loan processing, banking, public financing, or a related field is required. Additional education or experience may substitute for the recruiting requirements. Experience in HUD programs specifically HOME and CDBG is highly desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of a Pierce County background investigation is required prior to employment. A valid Washington State driver's license may be required when travel is required of the position.