CLASS TITLE: Housing Development Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, the class prepares complex loan packages for multi-family housing and special needs facilities and coordinates development efforts for new construction and rehabilitation projects; and performs related duties as required.

ESSENTIAL DUTIES: Reviews loan applications and analyzes development budgets and expenses to determine the feasibility of financing; performs underwriting functions for projects with multiple layered financing structures; conducts analysis of special financing programs such as low income housing tax credits, tax increment financing (TIF) and Federal Housing Administration guarantees for applicable projects; negotiates terms of loan agreements with developers and participating lenders; identifies city-owned parcels for future development and coordinates efforts with departmental divisions and governmental agencies to acquire land for proposed housing developments; oversees and coordinates planning, architectural and construction reviews to ensure proposed developments are compatible with long-range revitalization plans; processes budget changes and reviews monthly reports to ensure requested payouts adhere to approved costs; meets with community organizations, aldermen and private developers to discuss concerns pertaining to proposed development projects; prepares executive summaries and ordinances to be presented at loan closings and City Council proceedings.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Finance, Business Administration or directly related field supplemented by three years of progressively responsible experience in residential and/or commercial loan packaging and processing in a public agency or private lending institution, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of real estate development and business financing. Good knowledge of loan packaging and governmental tax and bond incentive programs. Good knowledge of financial loan application and processing procedures.

ABILITY TO: Analyze and evaluate the feasibility of complex financial proposals for major development projects. Ability to plan and
coordinate project funding with a variety of lending institutions. Ability to package and negotiate financial loan structures. Ability to discuss development projects with community officials and organizations.

Good skill in the application of financial planning and commercial lending principles. Good analytical and negotiation skills. Good oral and written communication skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2005
City of Chicago
Department of Personnel