



Federal Home Loan Bank  
NEW YORK

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## **Position Description**

### **FEDERAL HOME LOAN BANK OF NEW YORK**

<b><u>Position Title:</u></b>	Affordable Housing Program Analyst I
<b><u>Group/Division:</u></b>	Bank Operations/Affordable Housing Program Operations
<b><u>Level:</u></b>	28
<b><u>Salaried Exempt/ Hourly Non- Exempt:</u></b>	Salaried Exempt
<b><u>Effective Date:</u></b>	August 2016
<b><u>Requirements:</u></b>	
<i>Education –</i>	A Bachelors degree in finance, business administration, public administration, real estate, urban planning, or a related field is preferred. A Masters degree in finance, business administration, public administration, real estate, urban planning, or a related field is preferred.
<i>Skills –</i>	Excellent analytical, problem solving and organization skills, effective communication proficiency (both oral and written), and confident decision making aptitude. Advanced knowledge of Excel. Must be a team player. Knowledge of data query tools a plus.
<i>Experience –</i>	A minimum of four years experience in community development, real estate management, mortgage lending or servicing, or related work is required. Experience in working with public and private housing and community development programs is preferred.
<b><u>Reporting Relationship:</u></b>	Reports to the Manager of Affordable Housing Operations
<b><u>Supervisory Scope:</u></b>	None
<b><u>Function:</u></b>	Assist in the administration of the operation of the Bank's Affordable Housing Program ("AHP") to ensure compliance with federal regulations, program policies and Bank procedures.

### Essential Duties:

- Knowledge of federal regulations, policies, internal procedures, or other compliance requirements that govern the operation of the Bank's competitive AHP and the Bank's Credit Policy.
- Provide technical assistance to customer institutions and housing organizations in regard to the process of applying for AHP subsidy, submitting funding requisitions, ensuring initial monitoring requirements are met.
- Assist in administering the process of reviewing, scoring, ranking, cross-review, and recommending of AHP applications for approval by the Bank's Board of Directors.
- Evaluate AHP funding requisitions from customer institutions.
- Ensure the eligibility and compliance of proposed projects and households in regard to program regulations and guidelines.
- Prepare initial monitoring report requests and conduct a comprehensive analysis on project documentation.
- Evaluate projects at project completion to ensure that project meets the established criteria as communicated at time of application.
- Evaluate project modification requests in accordance with program regulations and make appropriate recommendations.
- Evaluate special financial requests that affect AHP-assisted projects in accordance with program regulations and make appropriate recommendations.
- Perform project site visits and on-site audits.
- Cross-train AHP Operations staff in regard to financial analysis of housing projects, household income determination analysis, documentation review, and other AHP practices.
- Maintain accurate system data in AHP Backoffice.
- Assist in the Congressional / public relations efforts by the Bank, as requested, by providing program information, project descriptions, etc.
- Assist in the development of policies and procedures that enhance the effectiveness and efficiency of the AHP.
- Assist in departmental process improvement efforts that optimize the efficiency and effectiveness of the AHP
- Participate in outreach activities and project-specific celebration events contributing to the Community Effectiveness Incentive Compensation Goal and overall visibility of the Affordable Housing Program.

Other Duties:

- Assume additional responsibilities as assigned.

Key Relationships:

<i>Internal:</i>	Primary contacts are with Systems Development, Accounting, Marketing, Credit, Internal Audit, and Legal Departments.
<i>External:</i>	Frequent contact with the FHFA, Community Investment staff of other FHLBanks, customer institutions, Community Reinvestment Act ("CRA") officers, internal auditors, housing advocacy organizations, non profit sponsors and for-profit developers of affordable housing, community groups, government agencies, public officials, private sector housing consultants, and attorneys.