

Job Description

[◀ Previous Job](#)[Next Job ▶](#)

HOUSING PRESERVATION & DVLPMNT

Job Posting Notice

Job Details

Job ID:	314110	# of Positions:	1
Business Title:	Deputy Director of Completions and Conversions		
Civil Service Title:	HOUSING DEVELOPMENT SPECIALIST	Title Code No:	22507 Level: 02
Title Classification:	Competitive		
Job Category:	Constituent Services & Community Programs		
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 80,000.00 - \$ 90,000.00 (Annual)
Work Location:	100 Gold Street		
Division/Work Unit:	New Construction		

Job Description

HPD's Division of New Construction Finance (NCF) is part of the Office of Development which oversees implementation of the Housing New York plan to produce 200,000 units of affordable housing in New York City. NCF, in collaboration with other government partners, will create approximately 4,000 units of new housing each year for extremely low to middle income households. NCF administers six loan programs: 1) Extreme Low & Low Income Program (ELLA), 2) the Mixed Income Program (Mix-and-Match), 3) Mixed-Middle Income (M2) Program, 4) Neighborhood Construction Program (NCP), 5) the New Infill Homeownership Opportunities Program (NIHOP), and 6) Open Door, Multi-family Homeownership for Affordable Coops and Condos Program.

HPD's Division of New Construction Finance (NCF) seeks to hire a Deputy Director of Completions and Conversions who will be responsible for managing the completions and conversions portfolio of projects for the Division. Under the supervision of the Director of Operations, the Deputy Director will push, identify and promote the completions and conversions pipeline in order to help the Division reach the ambitious production goals set out in Housing New York.

Key Responsibilities

The Deputy Director of Completions and Conversions will report to the Director of Operations and will work closely with division staff to manage projects' construction progress and completion, convert new construction loans to permanent financing and transfer of permanent loan information to HPD's Division of Asset Management for monitoring. The Deputy Director's duties will include but not be limited to:

- Maintaining up to date completion tracking on project information, and may be required to communicate with project managers, construction lenders, tax credit investors, and HPD's Construction Monitoring Unit;
- Managing workouts where projects are facing delays in construction, approvals, etc;
- Reviewing conversions checklists and ensuring project readiness for loan conversion;
- Supporting negotiations relating to project on behalf of HPD;
- Extending loan maturity dates as needed in coordination with key staff;
- Working with the Conversion Unit, project managers to coordinate and prioritize the pipeline of conversions and ensure timing and resources are coordinated with HPD's Division of Legal Affairs;
- Working with HPD's legal department to collect and prepare loan conversion documentation;
- Assisting in the transfer of permanent loan information to Fiscal Affairs' system and flagging key issues in the system as they arise in regular reporting.

In addition to tracking and coordinating post-closing milestones, the Deputy Director will be responsible for drafting responses to portfolio requests, and coordinating responses with HPD's Divisions of Asset Management and Fiscal Affairs.

In addition to tracking and coordinating post-Conversion closing milestones, the Deputy Director will be responsible to ensure portfolio compliance with requirements related to Equal Opportunity, labor monitoring, S8 Vouchers, PBVs, MWBE initiatives, prevailing wage requirements where applicable, HOME compliance where applicable, etc. Specific responsibilities will include:

- Establishing and tracking performance goals for construction completions
- Establishing and tracking performance goals for permanent loan conversions
- Work closely with internal and external parties to track project progress and help resolve issues
- Organizing meetings with external parties where necessary to resolve issues

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college or university and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing projects or programs; or

2. Graduate study from an accredited college or university in the field of urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design, may be substituted for up to one year of the required experience on the basis of 30 credits for one year.

However, all candidates must have at least a baccalaureate degree and one year of the experience described in "1" above.

Preferred Skills

Strong preference for candidates who possess:

- Knowledge of or experience working with NYC capital development sources and underwriting for affordable housing, Experience with the construction process
- Ability to read and understand loan documents, experience with budgeting and project scheduling, and comfort using DOF's ACRIS system.
- Proficiency using Microsoft Office suite
- Demonstrated capacity for performing multiple tasks, analyzing complex processes, using independent judgment, and conducting difficult negotiations while maintaining a sense of humor.
- Excellent interpersonal and communication skills.

To Apply

Apply online

Work Location

100 Gold Street

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 11/28/2017

POST UNTIL: 12/08/2017

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