

DUTY STATEMENT

Deputy Director of Multifamily Programs

Employee's Name				Effective Date <i>Click or tap to enter a date.</i>
Classification C.E.A B, Deputy Director, Multifamily Program Division				Division/Section/Unit Multifamily Programs
Immediate Supervisor				Supervisor's Classification Director of Multifamily Programs
CBID M01	Class Code 7500	Work Week Group E	Time Base PFT	Location Sacramento, CA
CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.				
DIVISION DESCRIPTION				
<p>The Multifamily Programs Division is responsible for the financing and ongoing management of the Agency's multifamily lending portfolio and subsidy programs. The division is comprised of two sections – Multifamily Lending and Asset Management. Multifamily Lending Section provides loans that facilitate the development, rehabilitation and preservation of affordable housing projects by partnering with localities as well as for-profit and nonprofit developers. The Asset Management Section oversees the Agency's portfolio of multifamily loans, obligations under various agreements with HUD, and Agency' management of various compliance requirements including financial reviews, physical inspections, monitoring for compliance with regulatory agreements, and administering rental and operating subsidies. The Multifamily Programs Division also leverages, or increases the purchasing power of, other funding sources, including funds from other state agencies, allocations from the California Debt Limit Allocation Committee (CDLAC) and the California Tax Credit Allocation Committee (TCAC).</p>				
POSITION SUMMARY				
<p>Under the administrative direction of the Director of Multifamily Programs, the Deputy Director Multifamily Programs plans, organizes, coordinates, and directs the activities of the Multifamily Lending teams, the Multifamily Disbursement units, and the Asset Management programs. This position interacts regularly with the Executive Management team, Board Members, and Senior Loan Committee; has significant influence on all Multifamily Program underwriting proposals, Multifamily program development and Multifamily Program policy decisions. Duties include but are not limited to the following:</p>				
<i>Conduct, Attendance and Performance Expectations</i>				
<p>This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such level as is determined at the Agency's sole discretion. Must be regularly available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.</p>				
<p>2 CCR § 172 – General Qualifications, states in pertinent part:</p> <p>The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p>				
<i>Percent of Time</i>	<i>Activity</i>			
35%	ESSENTIAL FUNCTIONS Multifamily Lending			

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	Includes but is not limited to: Planning, organizing and directing all Agency Multifamily Program activities. Plays a key role in the formulation of Agency lending and asset management policies and programs that provide financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that serves low- and moderate-income families and individuals. Contributes to the development and implementation of the Agency's underwriting policies and procedures and for the selection of projects to be financed. Directs staff in the evaluation and underwriting of all multifamily housing lending proposals to determine they meet the Agency's policy and underwriting standards, that construction costs and appraisals are within industry standards for the type of project proposed, and that project risk factors have been appropriately mitigated. Makes recommendations to the Board of Directors regarding lending commitments. Coordinates Agency activities with other public agencies with the intent of providing leadership and coordination of public and private efforts in the California housing finance field. Cultivates new deal sources; reviews and determines whether prospective development partners have adequate experience and financial strength to complete the proposed project.
35%	<p><u>Asset Management</u></p> <p>Includes but is not limited to: Administration and oversight of the multifamily housing portfolio via the Asset Management Programs. Directs the management and frontline staff of the Asset Management Programs who review financial statements, approve project budgets, administer capital and replacement reserve funds, negotiate "work-out" plans for non-performing projects, coordinate and approve transfer of properties, resolve tenant disputes, review and approve HUD required affirmative marketing requirements and tenant selection plans, eviction rules and notices, project grievance procedures; review and approve housing assistant payments, and administer the pooled earthquake insurance policy.</p>
10%	<p><u>Policy</u></p> <p>Makes policy decisions and recommendations on all Agency asset financially distressed projects, transfers of ownerships and requests for financial assistance and legal action affecting projects. Leads efforts to create new and modified policies to more effectively meet multifamily client needs.</p>
10%	<p><u>Leadership</u></p> <p>Supervises and directs the work of staff including assignment of work, allocating tasks, identifying and implementing solutions, approving timesheets, training and ongoing education, and reviewing work. Evaluates effectiveness, progress, and morale of staff. Provides support, mentorship and coaching to help staff achieve program goals and objectives. Identifies and promotes best practices, improving internal systems while balancing budgetary constraints, regulatory mandates, and efficiency with future organizational needs. Represents CalHFA in presenting and participating at conferences and meetings; serves as CalHFA's multifamily subject matter expert and thought leader at such events.</p>
10%	<p>MARGINAL FUNCTIONS</p> <p>Performs special projects and other related duties on initiative or request.</p>

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	KNOWLEDGE, SKILLS, AND ABILITIES <ul style="list-style-type: none"> • Knowledge of multifamily loan underwriting standards. • Knowledge of Agency multifamily loan programs. • Knowledge of other federal, state, and local affordable multifamily lending and subsidy programs. • Skill to gather, analyze, and interpret data. • Ability to manage staff and programs. • Ability to communicate clearly. • Ability to manage multiple projects and tasks. • Ability to analyze situations accurately, utilizing a variety of analytical techniques in order to make well-informed decisions. • Ability to develop and evaluate alternatives. • Ability to analyze and evaluate financial calculations and identify problems. • Ability to establish and maintain collaborative and cooperative working relationships. 	
	WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED <ul style="list-style-type: none"> • Occasional overnight travel. • Work in a high-rise building. • Use computer keyboard and read from computer screens several hours a day. 	
	<i>The following abilities are for most positions with or without an accommodation:</i> <ul style="list-style-type: none"> • VISION – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials. • HEARING – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction. • SPEECH – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction. • BENDING, STOOPING, KNEELING – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper. • SITTING OR STANDING – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position. • CONCENTRATION – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents. 	
	PERSONAL CONTACTS <ul style="list-style-type: none"> • Daily contact with the general public, all levels of departmental staff as well as representatives from other State, Federal and county agencies. • Regular contact with multifamily developers. 	
	SPECIAL REQUIREMENTS Designated under the Agency's Conflict of Interest Code	
SUPERVISOR ACKNOWLEDGEMENT: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement		
Supervisor's Name	Supervisor's Signature	Date
EMPLOYEE ACKNOWLEDGEMENT:		

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I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee's Name	Employee's Signature	Date
ANALYST'S STATEMENT: I have reviewed this Duty Statement.		
Analyst's Name	Analyst's Signature	Date