



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Specialist I
- **Working Title:** Telework Option: Loan Closing Specialist
- **Salary:** \$5,913.00 - \$7,402.00 per month
- **Final Filing Date:** 06/10/22
- **Work Type/Schedule:** Permanent - Full time
- **Location:** Sacramento County

Description:

This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California.

Under the general direction of the Staff Services Manager II (SSMII), the incumbent independently provides high-level expertise, research, and analysis on technical aspects of the programs and policies of the Division of Financial Assistance (DFA) with a focus on Programs in the Climate Change Section including AHSC, IIG, and TOD. The incumbent functions as an advisor and lead technical staff to assist with the most complex loan closings during all phases of multifamily loan/grant closings including analysis, oversight, underwriting, change approval, construction and permanent loan/grant closing and disbursement phase of the multifamily housing projects for the DFA.

Desirable Qualifications:

- Knowledge of and experience in loan underwriting, loan document analysis, escrow, negotiation, appraisals, funds disbursement and loan-related report production.
- Ability to effectively interpret regulations, guidelines and policies associated with various affordable housing programs.
- Demonstrated ability to communicate clearly to all audiences (stakeholders, lenders, developers, HCD staff and management, etc.) regarding various affordable housing-related issues.
- Effective self-starter who is also able to work collaboratively when appropriate.
- Ability to prioritize workload without direction as needed to meet deadlines.
- College education with a degree in community development, city/regional planning, economics, finance, or nonprofit management; or specialization/graduate degree in these fields preferred

Please click [here](#) to apply.