

**CLASS SPECIFICATION**  
**Housing Portfolio Finance Coordinator**

FLSA Status: Exempt  
Union Representation: AFSCME - Housing

**GENERAL PURPOSE**

Under general supervision, collaborates with developers and sponsors of assigned multifamily and commercial housing development portfolio; performs specialized and advanced real estate evaluations of portfolio; insures project financing is structurally sound, maximizes the leveraging of public funds, and mitigates the risk for a public agency; provides development assistance to the project sponsor; evaluates the feasibility of the project including a review of the financial structure and project level operations; analyzes asset reports and addresses asset performance issues; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This advanced professional level classification is responsible for managing a portfolio of housing development projects, from financing, underwriting, monitoring and ongoing updating through the lifecycle of the project. Incumbents perform the role of expert in financial analysis, real estate development and Federal, State and bureau policies and collaborate with project developers and sponsors to assist with project success. The position requires advanced and comprehensive knowledge of financial and legal issues pertaining to publicly and privately funded multifamily and commercial housing development projects.

Housing Portfolio Finance Coordinator is distinguished from other financial analyst and housing loan processing classifications in that incumbents manage a portfolio of projects, perform underwriting and financial analysis functions for publicly and privately funded multifamily and commercial housing development projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Completes financial analysis of assigned portfolio, including review and analysis of complex financial projections, financial statements, partnership agreements, title reports, property appraisals and property management plans; structures and recommends terms and source of financing to be utilized in specific projects; and coordinates with City financial staff to budget available bureau financing for specific projects through an analysis of budget availability. Financing products utilized include, but are not limited to, various loan programs, city tax exemption programs, bond financing, and the city fee waiver program.

2. Communicates with a variety of customers, including for-profit, non-profit and quasi-governmental agencies, to provide information on the approval process, financing requirements, and other information necessary to evaluate and underwrite the project; leads the team in negotiating the financing requirements to complete the development process; prepares oral or written summaries on financing structures to various work units both within the bureau and in other City bureaus that may be impacted by a housing transaction.
3. Evaluates overall project viability; with other members of the team, analyzes market conditions, feasibility of development budgets and construction schedules, timing of funding, qualifications and capacity of the owner, developer, property manager and general contractor together; acts as bureau's lead contact with customer and other lenders to evaluate deal structure and viability.
4. Negotiates the terms and conditions of project funding with customers and other participating lenders and their attorneys on projects ranging in size from \$300,000 to \$50,000,000; conducts complex negotiations with sophisticated and novice customers, private and public lenders; performs independent analysis and formation of recommendations to incorporate public policy in specific projects. The projects include a variety of sites, including brownfields and scattered site locations, mixed use new construction, rehabilitation with major renovation, seismic upgrades, additional floors, loan and portfolio restructure, and tax abatements for market rate residential and commercial housing projects.
5. Analyzes and reviews projects' annual asset management reports identified by staff as performing differently than structured; addresses asset performance issues by engaging with borrower, investors and lenders to determine reasons for difference; collaborates on solutions to bring projects back into compliance; restructures debt and operating budget as appropriate.
6. Manages finance team members, including loan processor/closer, construction coordinator and legal counsel to prepare reservation, commitment and final financing documents.
7. Develops financing recommendations for specific projects, in conformance with City, bureau policies and program guidelines and within assigned budgets; writes the loan committee narrative and presents the recommendations to loan committee, and if applicable to PDC Commission, City Planning Bureau and City Council.
8. Manages the production team as a core member, including participation in setting of team goals, project assignment recommendations, and resource allocation recommendations; participates in formation or revision of program guidelines to better meet established City policies, production goals and customer benefit requirements.
9. Participates in a continuous improvement process of the delivery system guidelines, procedures and implementation to increase efficiency, improve customer benefit and meet risk management requirements; researches and recommends changes to bureau polity and Loan and Asset Management guidelines; participates in training, team meetings and customer feedback processes and special projects as assigned.

10. Leads team to achieve overall production and customer service goals of the team, including participation in the evaluation of the team as a whole and of other team members, providing back up support for other team members and participating in training between teams or cross training within teams.
  
11. Meets with project developer to explain bureau financing options, housing policy objectives and other criteria such as City's green building policy, prevailing wage rates, minority woman and small business outreach contractor programs, uniform relocation act, tax increment and federal funding program criteria.

### **OTHER DUTIES**

1. Creates annual funding applications for future funding opportunities offered by Housing Department, Urban Renewal Districts and other City bureaus.
  
2. Assists other bureau work units to evaluate and structure projects and review and recommend changes to agreements.
  
3. Manages stakeholder relationships and resolves sensitive issues receiving public and media scrutiny.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. City affordable housing policies, federal and state housing funding programs, and tax-exempt bond financing rules.
  
2. Specialized financial products; interest rate swaps and caps; real estate development processes from concept to post-closing; and real estate finance terminology including legal terms and concepts.
  
3. Principles and practices of accounting; credit analysis; income property valuation; and underwriting guidelines of HUD, Government Sponsored Entities, commercial banks, equity investors for low income housing tax credits, historic tax credits and new market tax credits.
  
4. Principles, tools and techniques of project planning and management.
  
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
  
6. Principles and practices of sound business communication.
  
7. Uses and operations of computers, business and financial modeling software.

**Ability to:**

1. Perform investment financial modeling analysis on multifamily and commercial real estate proposals.
2. Present financial concepts or investment summary in public and internal meetings; communicate complex ideas in both written and oral format; present conclusions and recommendations clearly, logically and persuasively.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies and procedures to other bureau and City staff.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents involving technical and financial data in a manner appropriate to the audience.
5. Exhibit strong interpersonal communication skills including facilitation and negotiation, conflict resolution, team decision making, effective writing, effective verbal and public speaking skills.
6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
7. Manage multiple projects to meet deadlines.
8. Ensure the maintenance and confidentiality of all required files, records and documentation.
9. Exercise independent judgment and initiative within established guidelines.
10. Provide work direction and guidance to other staff to accomplish overall work objectives most efficiently.
11. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, customers (developers and investors), private lenders, government agencies, legal counsels, special interest and public groups and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in economics, business administration, finance, law or a related field; and at least five years of progressively responsible experience in multifamily or commercial real estate finance underwriting, syndication, and asset management including experience in low income housing tax credit and historic tax credit syndication or underwriting as lender or equity provider; or an equivalent combination of training and experience.

**Licenses, Certificates and Special Requirements:**

A valid state driver's license may be required.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 04-01-10

Revised: 04-27-11 – Changed Union Representation from Nonrepresented to AFSCME- Housing

Updated: 02-2-14 – Added focus on portfolio management and addressing asset management issues.  
Changed title from Housing Development Finance Coordinator to Housing Portfolio  
Finance Coordinator