



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Real Estate Analyst in the Real Estate Analysis Division

<b>Job Posting Number:</b> 18-007	<b>State Classification:</b> Program Specialist IV 1573 (B20)
<b>Division:</b> Real Estate Analysis	<b>Posting Date:</b> July 28, 2017
<b>Department:</b> Real Estate Analysis	<b>Application Deadline:</b> Open Until Closed By Division
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Date Available:</b> Earliest start date for this position is September 1, 2017
<b>Starting Salary:</b> \$4,166.67 - \$5,000.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 2	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Performs highly complex (senior-level) consultative services and technical assistance. Work involves planning, developing, and implementing underwriting activities and providing consultative services and technical assistance to executive management, program staff, governmental agencies, community organizations, or the general public. Works under general supervision, with substantial latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Perform financial feasibility analysis of real estate transactions and author formal underwriting reports for use by the Department staff and Board of Directors. Feasibility analysis includes review of overall development plans, site development and entitlement, financial viability, design and construction, market conditions, valuation appraisals, environmental reports and other feasibility criteria outlined by Department rule. Report preparation will include independent determination of development cost estimates and operating pro formas.
- Number of underwriting reports assigned and completed based upon a proportionate share of the Division's work load adjusting for deal complexity and other assigned tasks.
- Prepare and use complex financial modeling spreadsheets.
- Author complex technical writings.
- Develop, coordinate and maintain record keeping and filing systems.



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- Attend, participate and report on training conducted by various Department program areas or external related education sources.
- Prepare routine correspondence.
- Performs related work as assigned.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in finance, accounting, economics, mathematics or other degree related to real estate finance or development. Experience in multifamily and/or affordable housing a plus. Completion of a credit training program with a financial institution or housing finance agency, or two years credit underwriting and/or mortgage lending experience with commercial and/or multi-family programs preferred.

#### OTHER FACTORS

##### Knowledge, Skills, and Abilities:

- Knowledge of office practices and administrative procedures.
- Strong numerical and financial analysis experience.
- Self-sufficient computer skills including at a minimum Microsoft Office Suite.
- Strong verbal and written communication skills

#### ENVIRONMENT/PHYSICAL CONDITIONS

- Typical office work environment
- Must be able to use of computer for long periods of time

#### OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

#### TO APPLY



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To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

#### **ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.