



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

Employment Announcement

Texas Homeownership Program Officer in the Texas Homeownership Division

Job Posting Number: 18-019	State Classification: Program Specialist III/1572
Division: Texas Homeownership	State Pay Grade: B19
Department: Texas Homeownership	Posting Date: September 26, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$4,177.00-\$5,166.66 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs detailed consultative services and technical assistance work as it relates to the Texas First Time Homebuyer (FTHB), the My First Texas Home (MFTH), and the Texas Mortgage Credit (MCC) Programs. Work involves planning, developing and implementing affordable housing mortgage loan programs and providing consultative services, training and technical assistance to mortgage lenders, Realtors, professional trade associations and consumers. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Assists in the marketing, promoting and explaining the program requirements for the Division's various housing programs to our participating lender network, Realtor associations and trade associations across the state.
- Assists with the development of new program manuals and guidelines, procedures, policies and plans in accordance with the program objectives and goals.
- Assists in the collection, organization, analysis and preparation of data in response to requests for program information and reports.
- Assists in reviewing and analyzing a wide range of loan reports to identify trends, resolve technical problems and improve service delivery. Prepares justification for implementing procedural, policy or program changes.
- Provides consultative services, training and technical assistance to our lender network to plan, implement and monitor the effectiveness of the Division's homeownership programs and services.
- Participates in lender and Realtor workshops around the state to create program awareness and to successfully recruit new participating mortgage lenders.



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- Works extensively with existing lenders to explain each new program release and its various features and requirements.
- Assists in coordinating and developing program marketing strategies and outreach campaigns.
- Assist in creating and preparing materials and powerpoint presentations for lender training and industry presentations.
- Serves as back-up presenter for Realtor and lender workshops and continuing education courses.
- Coordinates and conducts reviews to determine compliance with program policies, procedures and IRS rules and guidelines.
- Consults with program users to resolve problems, identify training needs, and discuss program effectiveness.
- Reviews the MCC operations and provides input to develop plans to improve the program or address areas of concern.
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- Travel up to 25%.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four year college or university preferred. Major course work in public administration, business administration or real estate preferred. Experience and education may be substituted for one another. Experience working with a First Time Homebuyer program or other affordable lending products preferred.
- Experience working with affordable mortgage housing products; including FNMA, Freddie Mac, FHA and USDA; of public administration and management techniques; of statistical analyses processes; and/or of program planning and implementation is preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- In-depth knowledge of Texas Homeownership Division programs, including program structures as well as eligibility rules and program guidelines.
- Knowledge of Federal recapture tax provisions and thorough understanding of mortgage credit certificates.
- Knowledge of loan documentation and underwriting standards.
- Experience presenting speeches to the public in both small and large settings; ability to prepare power point presentations and conduct educational seminars to housing professionals.
- Experience with loan tracking system.



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- Considerable experience in using complex data bases and spreadsheets. Must be proficient in Microsoft Word, Excel, and PowerPoint.

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

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at 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.