

DUTY STATEMENT DIRECTOR OF MULTIFAMILY PROGRAMS

OUR VISION

All Californians living in homes they can afford

OUR MISSION

Investing in diverse communities with financing programs that help more Californians have a place to call home

EMPLOYEE INFORMATION

Employee Name		Effective Date	
Classification Director of Multifamily Programs		Position Number 693-001-5826-901	
Division/Section/Unit Multifamily Programs Division		Location Sacramento, CA	
CBID E99	Work Week Group E	Tenure Permanent	Time Base Full-Time
Immediate Supervisor Chris Shultz		Supervisor Classification Chief Deputy Director	

POSITION DESIGNATED CONFLICT OF INTEREST

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of the appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

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.

2 CCR § 172 – General Qualifications, states in pertinent part:

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 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.

DIVISION DESCRIPTION

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 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 Multifamily 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).

POSITION DESCRIPTION

Under administrative leadership and direction of the Chief Deputy Director, the Director of Multifamily Programs plans, organizes, and directs all Agency programs that provide financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes the affordable rents for low- and moderate-income families and individuals. The Director of Multifamily Programs is responsible for developing and implementing the Agency’s underwriting procedures and for the selection of projects to be financed as well as overseeing the multifamily housing portfolio via the Asset Management Division. The Director of Multifamily Programs leads and oversees CalHFA’s Multifamily Lending and Asset Management

Employee's Name	
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functions and administers the Multifamily Rental Housing Programs. The duties and responsibilities include but are not limited to the following:	
PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
45%	<u>Leadership, Supervision, and Guidance</u> Provides supervision and guidance regarding the Agency's Multifamily Lending & Asset Management functions; in partnership with various outside entities, works to develop or refine the Agency's product delivery systems. These liaisons include non-profit organizations, for-profit developers, officials with commercial banks, savings and loans, realtors, mortgage bankers, local entities such as housing and redevelopment authorities, other state agencies, and numerous federal agencies.
20%	<u>Project Review and Presentations</u> Responsible for approving all multifamily projects prior to presentation at Senior Loan Committee and CalHFA's Board. Ensures that all projects meet CalHFA's standards prior to closing. Provides oral and written reports to the Executive Director, Chief Deputy Director, and senior staff of the Agency, as well as to the Board of Directors, regarding projects that are recommended for funding and other policy matters.
10%	<u>Business Development</u> Develops and maintains relationships with local housing agencies, affordable housing developers, and private lenders to expand CalHFA's lending footprint. Represents CalHFA at conferences and industry gatherings. Creates a new CalHFA Multifamily newsletter aimed specifically at the affordable housing industry.
10%	<u>Program Policy</u> Responsible for Agency policy formulation as it relates to multifamily lending and subsidy programs, including documents and manuals. Formulates policy with regard to new CalHFA multifamily programs and in response to a changing business environment.
10%	<u>Strategic Planning</u> Advises the Executive Director, Chief Deputy Director, and senior staff with regard to all Program matters and strategic business decisions. This includes establishing Program goals and strategies for the Agency's 5-Year Business Plan.
PERCENTAGE OF TIME	MARGINAL FUNCTIONS
5%	Participates in senior management and staff meetings, attends training, handles special projects, and performs other duties as required.
PERSONAL CONTACTS (<i>Identify who the employee may be in contact with while performing duties</i>)	
<ul style="list-style-type: none"> Daily contact with the public, all levels of departmental staff, and representatives from other State, Federal, and county agencies, and regular contact with multifamily developers. 	
SPECIAL REQUIREMENTS (<i>Identify any other requirements necessary to perform the job</i>)	
<ul style="list-style-type: none"> N/A 	
WORK ENVIRONMENT (<i>Identify specific work conditions, hazards, and equipment used on the job that are required to perform the essential functions, please include the applicable statement (s)</i>)	
<ul style="list-style-type: none"> Prolonged sitting Work in a high-rise building Use a computer keyboard and read from computer screens several hours a day 	
PHYSICAL ABILITIES (<i>Identify physical abilities necessary to perform the essential functions of the job with or without reasonable accommodation, please include the applicable statement(s)</i>)	
<ul style="list-style-type: none"> Be able to lift and carry up to 20 lbs. 	

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TRAVEL <i>(If travel is an essential function for this position, please include the applicable statement. If travel is non-essential, please select Occasional Travel)</i>		
<ul style="list-style-type: none"> Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) Travel will/may include overnight stay. 		
EMPLOYEE ACKNOWLEDGEMENT		
I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT		
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date