

HELP WANTED: City of New Bedford hiring for an Affordable Housing Specialist

The City of New Bedford is hiring for an Affordable Housing Specialist for the Community Development & Planning department.

PAY: \$51,655 – \$64,574

Assists with the day-to-day administration of the HOME and CDBG Housing programs. Evaluates and underwrites affordable housing applications and makes recommendations to the Deputy Director; coordinates the first time homebuyer program, including the First Time Homebuyer Seminars. Ensures that City records are kept in compliance with Federally-funded affordable housing program rules and regulations.

Coordinates the First Time Homebuyer Program and HOME/CDBG housing programs including working directly with applicants, lenders and housing staff to process applications and information; review and perform financial underwriting analysis of loan applications; prepare commitment letters and coordinates rehabilitation process.

Graduation from a college or university with a Bachelor's degree in public finance, accounting, public administration, urban planning, business management or a closely related field, and three years of related experience in the field. Previous experience with Federal Community Development Block Grant and/or HOME Program/State programs is highly desirable. Any equivalent combination of education and experience. Possession of a valid Massachusetts driver's license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.