Lehigh COUNTY
HOUSING AUTHORITY
Housing Development Officer
VACANCY

POSTING DATE: January 9, 2020
CLOSING DATE: February 10, 2020

THE PROVISIONS OF COLLECTIVE BARGAINING
DO NOT APPLY IN THE FILLING OF THIS POSITION

VACANCY: Job Title: Housing Development Officer
Class: L0260
Annual Salary $71,821
Location: 635 Broad Street, Emmaus Pennsylvania
Type Employment: Full-Time
Work Hours: 8:30 am to 4:30 pm

DUTIES: See Attached Position Description

RECRUITMENT METHOD(S):
Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Bachelor’s degree- Business Administration-Public Housing
- knowledge Finance and Real Estate Development
- Low Income Programs (RAD) Rental Assistance Demonstration
- Urban Planning Experience
- Community Development
- Knowledge of Federal Procurement regulations

ELIGIBILITY 1. Meet the minimum experience and training required for the job:
Three years of experience in real estate development and finance, or urban planning any equivalent combination of experience and training.

2. Be a resident of Pennsylvania.

HOW TO APPLY: Please see instructions below:
Your resume must be received or postmarked no later than February 10, 2020, to be accepted. Send completed application materials to:

Lehigh County Housing Authority  
635 Broad Street Emmaus, PA 18049  
Attn: Sharleen Hespeth

To obtain additional information, call (610) 965-4514 ext. 208 or Email: Sharleen@lcha-vhdc.org

Housing Development Officer

**Summary**-The Lehigh County Housing Authority is seeking to fill a newly created position of Housing Development Officer reporting to the Executive Director. The ideal candidate will work with the housing authority to direct the Capital Fund Program initiative, to investigate repositioning assists to ensure long term preservation of affordable housing stock, and to develop strategies to lead initiatives to expand affordable housing. In addition the candidate will work closely with a local non-profit to preserve expiring affordable housing projects and develop expand affordable housing;

**Education**- A Bachelor’s degree in public or business administration, housing development, planning or related fields is required. Or three years’ experience in real estate development and finance, or urban planning; or any combination of demonstrated training and experience.

**Qualifications**- Includes expertise in Low Income Housing Tax Credits, real estate development and finance, community based partnerships, federal procurement regulations, and housing authority based programs such as Low Income Public Housing and RAD (Rental Assistance Demonstration). Candidate should have knowledge of federal, state and local housing or community development programs and single and multi-family housing and finances, understanding redevelopment authority and public policy issues. Ability to analyze, monitor housing development activities and identify the needs and how they should be addressed.

The housing Authority is seeking a team player with excellent leadership qualities to join our team and dedication to mission, vision and values.

**Job Type**- Full-time

**Benefits**
- Health insurance
- Dental
- Vision
- Deferred Compensation
- Paid vacation and sick time
- Life insurance

**Schedule**
- Monday to Friday

Please send a resume with a cover letter that provides some background about you and why you consider yourself to be an ideal candidate for this position to:

Email: Sharleen@lcha-vhdc.org
Address:
Lehigh County Housing Authority
635 Broad Street
Emmaus, PA 18049