

# **CDBG LOAN SPECIALIST CHIPPEWA COUNTY HOUSING AUTHORITY**

***This is not a County position; the Authority is an independent government agency.***

## **PURPOSE OF POSITION**

The job duties of the CDBG Loan Specialist are to process home repair loan applications, complete the loan process including loan closing for the Community Development Block Grant (CDBG) Home Repair program while providing responsive, courteous, and efficient service to the public. The ideal candidate will demonstrate the ability to work effectively with people from diverse backgrounds, process administrative work and manage contractors. This position provides occasional administrative support to the other housing programs that are operated by Chippewa County Housing Authority.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **RESPONSIBILITIES**

The duties described below are indicative of what the CDBG Loan Specialist might be asked to perform. This job description is to incorporate any responsibilities created for the position. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

#### **CDBG Loan Processing and Closing:**

- Process rehabilitation loan applications and determine loan eligibility.
- Process homebuyer assistance loans and mortgage and tax assistance loans.
- Present eligible loans to the loan committee.
- Close loans with customers, record the mortgage, and complete internal tracking procedures.

#### **Monitor CDBG Home Repair Project:**

- Monitor compliance with contract and maintain records of contractor liability insurance and W-9's for contractors used by CDBG participants.
- Mediate disputes between homeowners and contractors as needed.
- Coordinate inspections with the Building Inspector.
- Review and approve payments to contractors.

#### **Clark County Housing Authority Commission:**

- Represent agency at biannual Clark County Housing Authority Commission meetings, present CDBG loan information and financial reports. Follow up with Commission requests.

## **MINIMUM QUALIFICATIONS**

- High School Diploma or GED required, Associate's or Bachelor's degree preferred.
- Experience in administration of the CDBG home repair program is preferred.
- Familiarity with government grant or loan programs preferred.
- Ability to maintain a professional demeanor when dealing with the public.
- Proficiency in MS Word and Excel.
- Strong verbal and written communication skills.
- High level of organization and attention to detail.
- Ability to perform mathematical calculations.
- Ability to work in a fast paced environment and manage multiple customer projects concurrently.
- A criminal background check will be conducted.

**APPLICATION DEADLINE IS 4:30 p.m. Monday, March 20, 2023**

**To be considered for the position, you must complete the application that can be found on our website: [www.co.chippewa.wi.us/community/housing-authority](http://www.co.chippewa.wi.us/community/housing-authority).**

**Applications are available in person, on our website or by mail.**

**Chippewa County Housing Authority Office**

**7:30 a.m. – 4:30 p.m. M-Th**

**7:30 a.m. – 11:30 a.m. Fridays**

**711 N. Bridge St. #14**

**Chippewa Falls, WI 54729**

**<http://www.co.chippewa.wi.us/community/housing-authority>**

**Call 715-726-7934 to request an application via mail.**

Chippewa County Housing Authority offers an excellent benefit package including State of Wisconsin Retirement System, health, dental, vision and life insurance, deferred compensation, longevity, income continuation, 10 paid holidays, 4 floating holidays, and accrued personal time. 40 hours per week, Monday-Thursday, 7:30 a.m. - 4:30 p.m. Friday 7:30 a.m. – 11:30 a.m. Starting wage is \$18.38 with step increases. Eligible employer for Public Service Loan Forgiveness.

**Minority, women and low-income persons are encouraged to apply.**

**~EQUAL OPPORTUNITY EMPLOYER~**