



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #014-2022

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 10/26/2022

Deadline: 11/16/2022

REAL ESTATE TECHNICIAN

COMMUNITY DEVELOPMENT

Salary: \$36,636 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs difficult administrative support work coordinating the acquisition and divestiture of the organization's real estate assets, and related work as apparent or assigned. Assists with implementation and administration of real estate programs throughout the City, including proposed activities in the Choice Neighborhood Initiative (CNI) area of the southeast community. Work is performed under the moderate supervision of the Development Administrator.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Plans, organizes, and coordinates the acquisition and disposition of properties; obtains, prepares, reviews, and resolves issues pertaining to legal documents; researches public records; drafts and updates budgets; requests funds; represents Authority at closings/condemnation cases, trustee sales, and meetings; advises clients of procedures; reviews appraisals.

Assists with the management of properties; initiates and monitors property insurance; assists with invitation for bids and request for proposals for professional services; assist in the administration of contracts for services; maintains/updates property inventory; provides pertinent information for reporting/monitoring purposes; prepares/administers leases and right of entry agreements; processes payments for utilities and stormwater; resolves issues with real estate taxes, stormwater and liens;

processes vendor invoices for payment.

Assists with single family development; coordinates lot preparations; creates buildable lots, ensures access to public utilities; reviews surveys and house plats; prepares construction draws; assists clients with model interior and exterior selections; obtains required builder documents; coordinates and attends walk-throughs; obtains warranties.

Serves as primary liaison for homeownership program; assists with grant applications; markets, coordinates, and facilitates homeownership programs; processes applications; determines income eligibility; provides counseling; reviews lender and closing documents; prepares contracts, legal documents, and loan/grant packages; conducts final walk through inspections; servicing of loans and grants; responds to inquiries.

Prepares reports and other types of correspondence; prepares and maintains files and records.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of Community Development and Housing programs; general knowledge of real estate sales, financing, or mortgage processing; general knowledge in the use of standard office equipment and associated software; general knowledge in preparing reports and other types of correspondence; ability to interpret complex Federal regulations; ability to communicate and present ideas clearly and effectively in oral and written form; ability to develop and maintain effective working relationships with local, State, and Federal officials, appraisers, surveyors, attorneys, contractors, homebuyers, lenders, title agents, realtors, and the general public.

EDUCATION AND EXPERIENCE: (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Associates/Technical degree with coursework in business administration, real estate, or related field and moderate experience in building and residential property inspections, or equivalent combination of education and experience.

WORKING CONDITIONS:

Physical Activity

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain VHDA Housing Counselor and DPOR Fair Housing certifications within one year of hire.

Complete PIDC Deal Tracking and Portfolio Management System training within one year of hire. Valid driver's license in the Commonwealth of Virginia.