



CITY OF PORTLAND
invites applications for the position of:
Housing Loan Coordinator

SALARY: \$3,711.00 - \$5,718.00 Monthly

OPENING DATE: 12/27/11

CLOSING DATE: 01/17/12 04:30 PM

THE POSITION:

This recruitment may close earlier than the posted closing date. This recruitment will close once 50 qualified applications have been received or by the posted closing date - whichever comes first.

This Housing Loan Coordinator in the Portland Housing Bureau provides loan origination and closing functions for grants and loans related to homeownership and home repair programs serving low-income households. The loan coordinator acts as the primary point of customer contact for these programs and is responsible for providing client intake, underwriting applications per program guidelines, preparing all loan documents and files, coordinating closings with clients and external parties, and maintaining loan data in origination and tracking systems. This work will include frequent communication with vulnerable populations, diverse communities, program community partners, and other Bureau staff to explain program guidelines and requirements and ensure programs are compliant with funding source requirements and mortgage industry regulations. The loan coordinator is expected to carry out responsibilities with initiative and independence while exercising sound professional judgment and problem-solving skills.

The Portland Housing Bureau is achieving our mission by actively implementing our recently complete Strategic Plan that includes a deep commitment to Equity in all that we do. More information about the Portland Housing Bureau can be found at www.portlandonline.com/phb.

TO QUALIFY:

Applicants must address and demonstrate in their cover letter and resume how their education, training and/or experience, meets each of the following qualifications:

1. Knowledge of and experience originating, underwriting, and closing residential mortgage loans.
2. Knowledge of and experience applying and operating within real estate industry regulations, requirements, and processes related to residential mortgage lending.
3. Ability to and experience necessary to communicate detailed and technical

information clearly and accurately in writing and verbally to clients, program partners, and lenders.

4. Ability to and experience necessary to analyze program guidelines and outcomes against City housing goals, and recommend and implement procedural and program changes to increase effectiveness and efficiency.
5. Demonstrated ability to establish and maintain effective working relationships with bureau managers and staff, staff of other organizations, representatives of other agencies, the public and others encountered in the course of work.

Applicants must also possess:

- A valid state driver's license and acceptable driving record at the time of hire.

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience as demonstrated on the cover letter and resume, weighted 100%. Only the most qualified candidates passing the cover letter and resume evaluation will be placed on an equally-ranked eligible list. **Additional evaluation may be required prior to final selection and/or establishment of the eligible list. Some positions may require those placed on the eligible list to complete and sign a criminal conviction statement before being considered for employment.**

ADDITIONAL INFORMATION:

Application Instructions:

Applicants must submit a cover letter and resume, specifically focused on their qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the Resume and Cover Letter instructions.

All completed applications for this position must be in the possession of the Portland Bureau of Human Resources no later than 4:30 pm on the closing date of this recruitment. **This recruitment may close early as indicated above. Please use our on-line application process as we are unable to accept e-mailed or faxed applications.**

NOTE: If you are requesting Veteran's Preference, submit a copy of your DD214/DD215 and/or Veteran's Administration Letter Stating your disability. If you are applying online attach a copy of your DD214/DD215 and/or Veteran's Administration Letter Stating your disability to your profile. ***Veteran's Preference documentation must be received by 4:30 PM of the closing date of this recruitment.***

Non-citizen applicants must be authorized to work in the United States at time of application.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below or to the Human Resources Bureau Receptionist No

Later Than the Closing Date of This Announcement.

Questions?

Allan Messer, Senior Human Resources Analyst

Bureau of Human Resources

allan.messer@portlandoregon.gov

(503) 823-6821

An Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portlandoregon.gov/jobs>

Position #2011-00167
HOUSING LOAN COORDINATOR
AM

1120 SW 5th Ave, 404
Portland, OR 97204
503-823-3572

Housing Loan Coordinator Supplemental Questionnaire

* 1. Will you possess a valid state (any state) driver's license by the date of appointment?

Yes No

* 2. Do you have or will you have an acceptable driving record by the date of hire?

Yes No

* Required Question