



BYRON W. BROWN
Mayor

CITY OF BUFFALO
OFFICE OF STRATEGIC PLANNING



BRENDAN MEHAFFY, ESQ.
Executive Director

CIVIL SERVICE JOB OPENING

Date: January 10, 2018

Title of Position: **REAL ESTATE FINANCIAL ANALYST** (Provisional)

Division: Planning

Number of Vacancies: One (1)

Salary Range: \$62,273 (Step I)

REAL ESTATE FINANCIAL ANALYST

SPECIFICATION

Distinguishing Features of the Class

Financial Analyst supports the various development activities engaged by Office of Strategic Planning including the administration and oversight of loan and grant applications; underwriting loan and grant files; monitors HOME Investment Partnerships Program (HOME) formula grants from the Department of Housing and Urban Development (HUD); and coordination with lending partners, other City departments and local economic development agencies and non-profit development companies related to the City's economic development and housing goals. The position reports to the Director of Development in the Mayor's Office of Strategic Planning.

Typical Work Activities

- Monitors all lending programs and economic development programs carried out by sub-recipients of the City of Buffalo; oversight of loan documentation and monitors loan and grant disbursements
- Supervises rehabilitation loan underwriting for loans through the City and grant files for verification of HUD and City guidelines, as well as standard underwriting criteria, title, debt-to-income ratio and collateral requirements
- Works with clients to assure application processing is ongoing from beginning to completion
- Evaluates applicant's creditworthiness; and determines which loan programs and funding sources are best suited to individual cases
- Recommends funding of certain loan projects after complete review and processing
- Directs loan applicants to other funding sources or agencies for supportive services as necessary
- Disseminates program information by phone or correspondence and may make oral presentation to individuals or groups
- Serves as liaison to the Erie County Industrial Development Agency (ECIDA)

- Organizes and communicates referrals to other development organizations for companies seeking assistance
- Attends meetings involving economic development activities on behalf of the Division of Strategic Planning
- Performs related duties as required

Full Performance Knowledge, Skills, Abilities and Personal Characteristics

- Knowledge of principles and practices of mortgage financing and credit evaluation
- Ability to conduct effective interviews
- Ability to evaluate applicant personal and financial data
- Ability to assemble documents and forms into loan packages
- Ability to make accurate arithmetical computations
- Ability to communicate effectively, orally and in writing
- Ability to establish and maintain good working relationships
- Integrity; tact; resourcefulness; initiative; good address
- Physical condition commensurate with the demands of the position

Minimum Qualifications

- (A) Master’s Degree from an accredited college or university with major course work in business administration, finance/lending, accounting, real estate development or a related field and one (1) year of full-time experience in real estate and/or business financing and/or development, economic development or related experience.
- (B) Bachelor’s Degree from an accredited college or university with major course work in business administration, finance/lending, accounting, real estate development or a related field and three (3) years of full-time experience in real estate and/or business financing and/or development, economic development or related experience.
- (C) An equivalent combination within the limits of A and B

Special Requirement

Possession of a New York State Driver’s License that must be presented at the time of appointment and maintained during employment

RESIDENCY REQUIREMENT:

As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the City of Buffalo.

All applicants must submit their resumes and specifically detail all experience in writing. All resumes should be submitted by close of business (4:30 pm), Tuesday, January 23, 2018 to:

**Brendan Mehaffy, Executive Director
Office of Strategic Planning
920 City Hall
Buffalo, New York 14202**