



## **DIRECTOR OF MULTI-FAMILY DEVELOPMENT**

Department:	Civic Engagement	Job Code:	9655
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

### **Job Summary**

Reporting directly to the Deputy Assessor – Civic Engagement, the Director of Multi-Family Development assists the Deputy Assessor - Civic Engagement with outreach and advocacy for Multifamily and Affordable Housing development. Director of Multi-Family Development duties includes coordinating outreach and information exchange with market rate housing providers, affordable housing providers, financial institutions, elected officials, housing agencies, and nonprofit housing advocacy groups. In addition, the Director of Multi-Family Development works closely with the Deputy Assessor - Civic Engagement, CCAO leadership and staff to develop policies and address questions and communicate the CCAO's position concerning multi-family and affordable housing properties and the valuation of such properties.

### **Essential Job Duties**

- Conducts countywide engagement and outreach for community development.
- Conducts engagement and outreach with market rate and affordable multifamily housing providers.
- Conducts engagement and outreach with institutional multifamily housing providers.
- Conducts engagement and outreach with multifamily housing lenders, affordable housing lenders, non-profit lenders, and Low-Income Housing Tax Credit (LIHTC) syndications and originations.
- Assists the CCAO in the formulation of multifamily housing assessment policy.
- Monitors market rate and affordable housing legislation relevant to the CCAO at the federal, state, county, and municipal level.
- Assists the CCAO in engaging multifamily housing providers and stakeholders to solicit viewpoints to inform future research and policy work.
- Oversees the planning and execution of events with multifamily housing providers, lenders, and advocates; symposia, and roundtables to encourage dialogue and ultimately better policies, programs, and practices in the work of the CCAO.
- Works closely with CCAO staff on affordable housing and multi-family legislation, policy, and valuation questions.
- Collaborates with the Deputy Assessor - Civic Engagement, the Deputy of Communications, and the Valuations and Legal Departments to ensure the alignment of policy and work across Departments of the CCAO concerning multifamily and affordable housing properties.
- Performs other duties and assignments, as required, to achieve the overall goals of the Civic Engagement Department.
- May work extended hours and weekends as assigned

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

### **Minimum Qualifications**

- Graduation from an accredited college or university with a bachelor's degree in economics, public policy, public administration, political science, or related field.
- Five (5) years of experience working in real estate, government, property assessment, public policy, or affordable housing policy.
- One (1) year of work experience managing or supervising employees or interns.

### **Knowledge, Skills, and Abilities**

- Knowledge of federal, state, county and local assessment and housing legislation impacting the work of the CCAO.
- Knowledge of Low-Income Housing Tax Credits (LIHTC) and how they are applied to develop affordable housing.
- Knowledge of CCAO procedures related to CCAO operations, function, activities, or the ability to gain such knowledge.
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Ability to work with others; excellent interpersonal skills in dealing with other governmental agencies, private sector housing providers and lenders, co-workers, staff, and the public.
- Strong research and writing skills.
- Proficient at Microsoft Office suite (Word, PowerPoint, and Excel).
- Ability to consistently interpret and apply CCAO policies, procedures, practices, and guidelines.
- Ability to use time and resources well and display ability to manage multiple projects and shifting priorities.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work collaboratively in a team environment.
- Ability to establish and meet CCAO and departmental deadlines production goals, and effectively utilize time with limited oversight.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.
- Knowledge of CCAO procedures related to CCAO operations, function, activities, or the ability to gain such knowledge.
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Knowledge of Low-Income Housing Tax Credits (LIHTC) and how they are applied to develop affordable housing.
- Experience and knowledge of state and federal housing laws, affordable housing laws, and policy formation practices.
- Ability to work with others; excellent interpersonal skills in dealing with other governmental agencies, private sector housing providers and lenders, co-workers, staff, and the public.
- Strong research and writing skills.

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- Ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines.
- Ability to use time and resources well and display ability to manage multiple projects and shifting priorities.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work collaboratively in a team environment.
- Ability to establish and meet CCAO and departmental deadlines production goals, and effectively utilize time with limited oversight.
- Ability to interact with the general public, housing providers, and housing advocates providing guidance and information on the CCAO policies and procedures.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

### **Physical Requirements**

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**

Last Modified: January 24, 2023