



METROPOLITAN TRANSPORTATION COMMISSION
invites applications for the position of:

Preservation Program Coordinator

An Equal Opportunity Employer

SALARY: \$63.10 - \$80.03 Hourly
\$10,937.54 - \$13,871.43 Monthly
\$131,250.50 - \$166,457.20 Annually

OPENING DATE: 04/05/22

CLOSING DATE: 05/01/22 11:59 PM

DESCRIPTION:

DEADLINE TO APPLY IS SUNDAY, MAY 1, 2022 AT 11:59 PM
IF YOU ARE INTERESTED, PLEASE APPLY IMMEDIATELY
First round interviews tentatively scheduled for Tuesday, May 17, 2022
A resume and cover letter are not required with your application, but highly encouraged

THIS IS A TIME-LIMITED POSITION TO END ON JUNE 30, 2026

Be ready to rethink your assumptions about the public sector. Flexible hours? Flexible work location? A beautiful, well-located, high amenity building for on-site work? Yes, yes, and yes!

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. For more information about MTC, visit www.mtc.ca.gov.

The Preservation Program Coordinator will support the Bay Area Housing Finance Authority (BAHFA), a new Section of MTC focused on the advancement of the "3 Ps": tenant protections, affordable housing preservation, and new housing production. Specifically, the Preservation Program Coordinator will lead the Section's efforts to help convert market-rate and naturally occurring affordable housing to deed-restricted, permanently affordable housing. The Preservation Program Coordinator will also focus on bringing equitable housing opportunities to historically under-served communities, including the creation of programs and resources that enable households to establish financial stability and security. Prior experience working in housing preservation is required, as is a passion for addressing the Bay Area's affordable housing needs.

Under general supervision by the BAHFA Director, the Preservation Program Coordinator will build strong relationships with stakeholders, including community-based housing development organizations, mortgage lenders, philanthropic entities, tenant advocates, property owners, and resident groups. Working in the context of such partnerships, the Program Coordinator will design and implement preservation programs that highlight equity, impact, and efficiency. The successful candidate will demonstrate a deep understanding of affordable housing finance, loan underwriting, rehabilitation best practices, and asset management, and will also bring excellent communication skills and the ability to engage with a diverse set of stakeholders across the Bay Area who often have different priorities.

All employees at MTC are classified as Disaster Services Workers.

SKILLS AND ABILITIES:

The ideal candidate will have the following knowledge, skills and abilities:

Knowledge of:

- Affordable housing development, especially acquisition/rehabilitation work
- Housing finance sources and regulations
- Loan underwriting best practices
- Purchase and sale agreement standard terms
- Standard acquisition due diligence activities
- Standard terms for affordable housing loan documents, including loan agreements; deeds of trust; declarations of restrictions; promissory notes; subordination and non-disturbance agreements; and assignment and assumption agreements, among others
- Proper English, spelling and grammar

Skills and Abilities

- Operate an office computer, mobile devices, standard office equipment and a variety of word processing, presentation, database and other software applications
- Quickly and accurately analyze and create sources and uses proformas in Microsoft Excel, including operating budgets and 20-year cash flows
- Produce high-quality narrative and graphic presentations of BAHFA's preservation work, typically in Microsoft PowerPoint and/or Word
- Work with legal counsel to provide business terms for preservation-related loan agreements and other legal documents
- Work independently
- Keep accurate records
- Make sound decisions within established guidelines
- Learn, implement, explain and apply applicable laws, codes and regulations
- Use initiative and sound judgment within established procedural guidelines
- Communicate clearly and concisely, both orally and in writing
- Collaborate with colleagues and external stakeholders in a team- and solutions-oriented way

MINIMUM QUALIFICATIONS:

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Education: A Master's degree from an accredited college or university in an appropriate field related to the area of assignment such as transportation planning, project management, public finance, transportation engineering, economics, business or public administration. *(Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with their application.)*

Experience: Three years of increasingly responsible experience in an appropriate field related to the area of assignment. Prior experience working in housing preservation is required.

A Bachelor's degree in an appropriate discipline and four years of relevant experience is an alternative qualification.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specific duties and responsibilities include, but are not limited to, the following:

- Create and implement funding programs that preserve affordable housing

- Evaluate funding requests to determine short- and long-term financial feasibility, beneficial impact, and conformance with BAHFA's regulatory framework and state and local regulatory requirements
- Administer construction draw requests and monitor rehabilitation construction progress
- Provide loan close-out functions at project completion
- Provide high-quality technical assistance to borrowers, residents, community groups, and local housing staff
- Build strong relationships with stakeholders and partners such as building residents; tenant advocates; local jurisdiction housing and planning staff; housing developers; and equity-focused community-based organizations
- Provide prompt and professional service to all stakeholders that results in their engagement and satisfaction with new BAHFA programs and builds the effective and lasting partnerships necessary to advancing regional housing goals
- Perform contract management functions that include administering and monitoring funding agreements and task orders, ensuring compliance with scope of work, budget, and schedule, and reviewing invoices to ensure accuracy and conformance to funding agreements and task orders
- Communicate clearly and concisely, both orally and in writing, distilling detailed program or policy concepts into compelling, relevant, and understandable memos and presentations
- Present technical memos and summary report findings to staff and external stakeholders
- Represent MTC/ABAG in a variety of meetings and/or events
- Perform other job-related duties as needed or assigned by the Section

THIS POSITION IS TIME-LIMITED THROUGH JUNE 30, 2026.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mtc.ca.gov>

Job #616
 PRESERVATION PROGRAM COORDINATOR
 JK

OUR OFFICE IS LOCATED AT:
 375 Beale Street, Suite 800
 San Francisco, CA 94105
 415-778-6700

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Preservation Program Coordinator Supplemental Questionnaire

- * 1. Please describe your overall commitment to and/or interest in affordable housing preservation. What draws you to this job and the work? What in your background and/or future professional goals makes regional preservation work compelling for you?
- * 2. Please describe in detail your experience working on affordable housing development projects (especially preservation projects) that involved diverse stakeholders, e.g., building residents; community groups; neighbors; local funding agencies; commercial banks; etc. How did you manage differing agendas to bring the projects to completion?
- * 3. Please describe in detail the different kinds of preservation projects you've worked on. As applicable, provide details regarding housing type, the development team, the residents with whom you worked, and financing terms.
- * 4. Please describe a preservation project or other affordable housing development project in which you were involved that encountered unexpected problems, e.g., hazardous materials

issues that arose; cost overruns; neighborhood opposition; etc. Describe the problem(s) and how you worked to resolve them.

- * 5. I understand that this is a time-limited position that will end on June 30, 2026, and I am still interested in being considered.

☐ Yes ☐ No

* Required Question