



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0590

---

**HOUSING PROGRAM DIRECTOR**

GRADE O

**SCOPE OF WORK:**

Work involves directing activities of the home ownership or rental program divisions within the North Dakota Housing Finance Agency. Work is performed under the direction of the Executive Director. The division functions involve managing, developing, and promoting housing programs to the general public and housing industry entities in compliance with federal, state, and local regulations as well as departmental policies.

**DUTIES PERFORMED:**

- Plan and develop new programs with the Executive Director and Advisory Board that are consistent with the agency's strategic plans, goals, and objectives.
- Plan and direct activities of the home ownership or rental program divisions.
- Develop and implement policies and procedures for program activities and services provided by the division.
- Interpret and implement appropriate federal and state regulations and agency departmental policies.
- Coordinate program activities as appropriate with other governmental and private housing entities.
- Provide technical assistance to other governmental units, private industry, and consumers regarding agency program-related matters.
- Represent agency statewide through involvement in meetings, conferences, workshops, and public activities with housing partners (i.e., realtors, lenders, builders, tribal leaders, property owners, developers, management companies, and other housing industry groups).
- Prepare and implement training workshops and seminars on agency programs.
- Responsible for preparation and administration of departmental budgets.
- Provide program status reports and recommendations to the Executive Director and the agency's advisory board.
- Direct staff in the administration of assigned programs.
- Perform management duties involving utilization, evaluation, training, and discipline of assigned staff.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in business administration, finance, economics, or a related field, and three years of management level work experience in banking and finance programs such as real estate lending or housing development. The agency at its discretion may substitute direct banking and finance work experience for education on a year-for-year basis.

Eff. Date: 9/86

Rev: 7/01 – updated class, modified class evaluation

Rev: 7/12 – Conversion to Hay System