



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0591  
0592

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**HOUSING PROGRAM ADMINISTRATOR**

**SCOPE OF WORK:**

Work involves administering and coordinating housing programs for the North Dakota Housing Finance Agency

**DUTIES PERFORMED AT ALL LEVELS:**

- Coordinate housing programs in compliance with appropriate federal, state, and local regulations, laws, rules, and program requirements.
- Evaluate effectiveness of programs and agency policies.
- Provide information, policy interpretation, and technical guidance about housing programs to borrowers, owners, managers, landlords, private organizations, developers, local communities, tribal entities, and the general public.
- Develop training materials; present training sessions on housing programs.
- Plan, develop, and monitor program budget(s).
- May oversee Housing and Urban Development project contracts.

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

**HOUSING PROGRAM ADMINISTRATOR I**

0591

GRADE K

**LEVEL DEFINITION:**

Positions at this level perform, under general supervision, administrative duties associated with coordinating one or more small housing program(s) or a portion(s) of a large program(s).

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Provide recommendations and assistance in developing division and program policies, procedures, goals and objectives.
- Assist with developing agreements on mortgage delinquencies and project resales.
- Investigate and authorize disposition of claims for damage, unpaid rent, and vacancy loss.
- Conduct random quality control housing inspections on selected projects.
- May assist in providing supervision and direction to support staff.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in business or public administration, finance, accounting, or related field; and two years of professional level work experience in affordable housing development, city planning, multifamily property management, single family real estate development, commercial real estate, or banking/lending. Specific work experience as described above may substitute for the education requirement on a year-for-year basis.

**HOUSING PROGRAM ADMINISTRATOR II**

0592

GRADE L

**LEVEL DEFINITION:**

Positions at this level perform the administrative work associated with a major portion(s) of one or more large programs.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Administer federal housing contracts for the State.
- Administer complex housing related programs such as single family mortgage loan, federal low income housing tax credit, affordable housing development and rehabilitation, etc.
- Research funding opportunities and prepare grant applications for funds.
- Provide technical assistance in the management, development, and finance of housing.
- Research regulations and determine effect on program procedures.
- Incorporate federal regulatory and contract changes into agency policy and procedures.
- Develop and write agency program administrative plan(s).
- May direct work activity of unit staff.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in business or public administration, finance, accounting, or related field; and four years of professional level work experience in affordable housing development, city planning, multifamily property management, single family real estate development, commercial real estate, or banking/lending. Specific work experience as described above may substitute for the education requirement on a year-for-year basis.

Eff. Date: 9/92

Reviewed: 9/96 - Rewritten in current format

Rev: 7/08 – Revised scope of work, duties, level definitions, and minimum qualifications; deleted III level 0593 as it was replaced by the 0590 Housing Program Director Class.

Rev: 7/12 – Conversion to Hay System