

District of Columbia Housing Finance Agency



Employment Opportunity

Technology Officer

The DC Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of Technology Officer in the Office of Administration

POSITION DESCRIPTION

The Technology Officer is responsible for overseeing all technical aspects of the Agency. This position works with management to improve the Agency through the use of technological resources by establishing and directing the Agency's technical vision. Using an active and practical approach, the Technology Officer will manage the Agency's Information Technology platform and oversee the business processes to attain the Agency's strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Configure, manage and maintain the Agency's network
- Direct activities necessary to keep the Agency's technology infrastructure updated, running seamlessly and efficiently by ensuring compliance with established standards and policy
- Manage the Agency's IT infrastructure and maintain the network diagram and schematics
- Direct the acquisition, management and implementation of Agency wide technology infrastructure
- Work in a consultative fashion with other departments as an advisor of technology innovation that may improve their efficiency and effectiveness

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- Determine current systems status for servers and workstations including; identifying and implementing hardware, software, or system changes as appropriate
- Determine medium and long-term system requirements and develop and plan for the Agency's complete computing needs, including servers, network, workstation, printers, facsimiles, and software
- Provide daily support of user issues and, as needed, identify consultants to provide system upgrades and maintenance, centralize workstation organization and maintenance
- Assist with website and intranet development and maintenance
- Develop and implement a plan for the Agency's Internet system and Usage Policy and provide overall Internet/Web/ISP management and support
- Assist in special projects, providing expertise to successfully implement database and other special computing solutions, integration of third-party specialty software on workstations and servers
- Identify and proactively present and recommend system enhancements and upgrades as appropriate for improved functionality and cost effectiveness
- Draft and manage the Agency's software and Capital IT budget
- Oversee the implementation of business process improvements within the Agency
- Perform supervisory duties
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Information Systems, Computer Science/IT, Software Engineering or related degree from an accredited university or equivalent experience is required
- 5-7 years of experience in Software Engineering and Information Technology (IT)
- 2-3 years of experience managing a client support service and/or technical environment
- Knowledge of MS Windows, Oracle, SQL, DB2
- MCP/MCSE or Novell CNA certification preferred
- Ability to problem solve, diagnose and troubleshoot network and software concerns

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- Exhibit exceptional Project Management skills
- Excellent communication skills: both verbal and written
- Must possess strong working knowledge of all aspects of Microsoft Office Suite

The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at hfajobs@dchfa.org or faxed to (202) 986-2456. District of Columbia residents will be given a residency preference in the application process.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer