



The Housing Authority of the City of San Buenaventura  
EQUAL OPPORTUNITY EMPLOYER

PROJECT MANAGER

Salary Range bi-weekly \$2,667.87 - \$3,331.81

DEFINITION

Receives general supervision and direction from the Deputy Director - Real Estate Development. The Project Manager is responsible for the development and construction of affordable housing projects at various stages in the development cycle.

ESSENTIAL FUNCTION STATEMENTS: *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and or skills required. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions. Essential duties may include but are not limited to the following:*

1. Manage at least two projects through the development process with little supervision.
2. Assemble and manage the development team including: issuing and negotiation contracts, issuing requests for proposals consistent with procurement requirements as applicable, coordinating the work of the design professionals and contractors, and ensuring the project complies with all regulatory requirements and commitments made.
3. Assist with due diligence and feasibility analysis for acquisition sites and new projects.
4. Manage the entitlements, environmental and local approvals process.
5. Prepare and update financial proformas. Prepare predevelopment budgets and monitor development and construction budgets. Ensure operating budgets are reviewed and approved by Property Management.
6. Prepare and adhere to project development schedules.
7. Manage the design and construction process and coordinate ensuring timely responses from design professionals and coordinating City approvals.
8. Present project information to internal and external parties, including the Housing Authority Board of Commissioners, City of Ventura boards and commissions, financial partners, and interested parties in a clear and concise fashion.
9. Lead community outreach efforts as needed.
10. Secure and close all necessary project financing including predevelopment, construction and permanent sources.
11. Collaborate with other Housing Authority departments including Finance, Property Management, Maintenance and Community Services.
12. Coordinate with other staff assigned to project/s.
13. Complete administrative tasks as needed to complete essential duties and responsibilities.
14. Perform well under stress and interact well with others.
15. Be available during Agency business hours to meet deadlines, address client needs, coordinate with co-workers, oversee contract workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

## QUALIFICATIONS

Knowledge of:

- Multifamily new construction development process.
- Basic knowledge of financing sources available for affordable housing.
- The review, preparation, and analysis of development proformas.
- Principles and practices of project management.
- Federal, state, and local grants administration, and laws regulating development.
- Principles and practices of financial administration including budgeting, reporting and audit procedures.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and including computer and accounting finance application programs.
- Pertinent federal, state, and local codes, funding sources, laws and regulations.
- Familiarity with reading architectural plans and the construction process.
- Familiarity with State and local requirements for the development process.

Ability to:

- Able to work independently while contributing to a team environment.
- Analyze, interpret and explain complex real estate and financial transactions.
- Proficiency in Microsoft Project, Microsoft PowerPoint, and Adobe Acrobat.
- Close construction and permanent financing with minimal supervision.
- Prepare varied complex financial statements, reports, and analyses.
- Prepare scopes of work for consultant contracts and negotiate contracts for services. Manage procurement and contracting.
- Prepare, analyze, and explain proformas and their affect on the Agency's operations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Work with a high degree of self-motivation and initiative.
- Deal diplomatically and sensitively with clients, other agency representatives, local community agencies, law enforcement personnel, and the general public.
- Demonstrated leadership with ability to manage teams.
- Exercise initiative and independent judgment that demonstrates quality customer service in all working relationships, good business sense, and creativity.
- Maintain the mental capacity to make sound judgments and the physical capacity to effectively perform the duties as assigned.
- Compose clear, complete, accurate and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Maintain the utmost confidentiality of all information.
- Understand and implement oral and written instructions, and make sound decisions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various Windows-based applications and related programs, including standard, as well as proprietary software.

## EDUCATIONAL AND EXPERIENTIAL QUALIFICATIONS

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Agency. A typical way to obtain the knowledge and abilities would be:

- A High School Diploma **and**;
- Bachelor’s Degree in Real Estate, Urban Planning/Development Studies, Finance or Public Policy;
- Two (2) years of experience as a Project Manager managing low-income multifamily housing projects.
- Prepared at least two successful tax credit applications and two construction or permanent loan conversions for low-income housing developments.

**PHYSICAL DEMANDS ON THE POSITION:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential and marginal functions (may) require maintaining physical condition necessary for sitting and standing for prolonged periods of time in indoor office environment. Must have vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must stoop, kneel, reach, stretch, bend, pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects up to 25 – 50 lbs. with the use of proper equipment. Have excellent hand strength and the manual dexterity to operate keyboard equipment.

**Special Requirements:**

- Must have access to an automobile or other means of transportation, when and if required to travel on Housing Authority business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver’s license, including a driving record acceptable to the Housing Authority insurance Company.
- Must be insurable by the Housing Authority’s insurance carriers.
- Position may require evening, or weekend work as needed.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

***MUST SUBMIT A COMPLETED APPLICATION, AND IF OFFERED THE POSITON, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION***

*FILING DEADLINE Open until position is filled*

Updated 5/9/2018