



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

SENIOR PROJECT MANAGER

Salary Range bi-weekly \$3,178.38 - \$3,969.36 DOE

DEFINITION

Under direct supervision and general administrative direction provide by the Deputy Director - Real Estate Development, this position is responsible for implementing affordable housing development projects from early predevelopment through permanent loan closing, delivering quality finished products on schedule and within budget. This is accomplished by working with a team of staff to develop multiple affordable housing and community development projects. This position requires coordination of internal members of the project development teams and external consultants and will be expected to function at a higher level of individual initiative, creativity, self-direction, and independent judgment.

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. Be responsible and provide leadership for all day-do-day predevelopment and development activities through to construction completion and transition to operations.
2. Identify acquisition opportunities of appropriate sites, develop acquisition and funding options, and complete feasibility analysis of new projects.
3. Secure project approvals necessary for construction including environmental clearances, local building and planning approvals and other regulatory agencies as needed.
4. Secure and close all necessary project financing including predevelopment, construction and permanent sources.
5. Analyze, monitor and update project proformas throughout the development cycle. Understand how to apply new funding sources to a project proforma.
6. Monitor and prepare project development budgets, cash flow projections and operating budgets. Ensure operating budgets are reviewed and approved by Property Management.
7. Prepare and adhere to project schedules.
8. Oversee the design and engineering of projects, ensuring timely responses from project team members and key decision makers.
9. Select and negotiate contracts for architects, general contractors and other consultants as needed. Manage contracting process and develop scopes of work for multiple disciplines.
10. Prepare and present project information to internal and external stakeholders, including the Housing Authority Board of Commissioners, City of Ventura boards and commissions, financial partners, and other stakeholders in a clear and concise fashion.
11. Assessment of Community needs, lead community outreach efforts and notification.
12. Collaborate with other Agency departments including Finance, Property Management, Maintenance and Community Services.

13. Assist with training and mentor Project Managers and Project Coordinators.
14. Be available during Agency business hours to meet deadlines and 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:

- Public and private affordable housing resources and subsidy programs including low income housing tax credit program, tax exempted bonds, and syndication process. Rental assistance program familiarity a plus.
- Working with affordable housing project proformas, financial analysis and budget development.
- Consensus building and creative problem solving in the context of affordable housing and community development.
- Demonstrated leadership abilities, can effectively manage and motivate project teams and train/mentor staff.
- Excellent teamwork and verbal & written communication skills.
- A sound working knowledge of the principles and practices of budget development, business and personnel administration and management.
- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Modern office procedures, business mathematics application, and statistical recordkeeping methods.
- Operation of standard office equipment.
- Basic organization, rules, and regulations.
- Local state and federal laws regulating development and affordable housing programs and policies.

Ability to:

- Work in a fast-moving, flexible environment.
- Exercise initiative and independent judgment that demonstrates quality customer services, good business sense, creativity, and as part of a team.
- 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.
- 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.
- Maintain strong community relations with local social service agencies and providers, law enforcement officials and resident groups, and general public by demonstrating positive public relations and projecting a strong image of the Housing Authority, and its residents
- 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. Yardi experience a plus.

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;
- Five (5) years of experience as an affordable housing project manager.
- Preferred experience includes at least two successful tax credit applications, HUD Rental Assistance Demonstration program experience, and prior experience managing at least two projects through development and construction completion.

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.
- Bilingual skills in English and Spanish are desirable.
- 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 POSITION, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION

FILING DEADLINE Open until position is filled

Updated 3/13/2019