



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

SENIOR DEVELOPER

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

DEFINITION

Receives general supervision and direction from the Deputy Director - Real Estate Development. Provides experienced, expert skills in the identification of potential project sites, the facilitation of real property acquisition, the creation of financial proforma, and the construction/rehabilitation of affordable housing units. Coordinates assigned activities with other Agency departments and outside agencies. Provides assistance and support to the management and executive team on development issues.

The scope of this position's responsibility may include the following: assessment of community needs, identification and acquisition of appropriate sites, formulation of feasible housing proposals, preparation and review of funding applications, and coordination of the project teams and external consultants.

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. Plan, organize and direct the work of multiple affordable housing projects including the acquisition, design, development, construction administration and/or rehabilitation of affordable housing units, and the financing and refinancing of housing projects.
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. Perform due diligence and feasibility analysis for acquisition sites and new projects.
4. Secure and close all necessary project financing including predevelopment, construction and permanent sources. Sources may include public and private funds, including taxable and tax-exempt bonds for financing, low income housing tax credits and local state and federal programs.
5. Manage the entitlements, environmental and local approvals process. Prepare a variety of applications for project entitlements including rezoning or variance applications, density bonus, permits and maps. Coordinate the preparation of environmental and site studies and reports.
6. Create and update financial proformas. Prepare predevelopment budgets and monitor development and construction budgets. Ensure operating budgets are collaboratively developed, reviewed and approved by Property Management.
7. Prepare and adhere to project development schedules.
8. Present project information to internal and external parties, including City of Ventura boards and commissions, financial partners, and other stakeholders in a clear and concise fashion.
9. Lead community outreach efforts as needed.

10. Collaborate with other Housing Authority departments including Finance, Property Management, Maintenance and Community Services to ensure that each project is sustainable and will meet the needs of the intended population.
11. Develop and coordinate plan for punch-out and turnover of each project with the maintenance and property management departments.
12. Coordinate with Property Management from project inception through lease-up.
13. Participates in regular construction meetings, ensures flow of communication throughout construction process. Proactively resolves construction issues working collaboratively with project team.
14. Provide guidance and coordinate with other staff assigned to project/s.
15. Complete administrative tasks as needed to complete essential duties and responsibilities.
16. Prepare for and make presentations to the HACSB Development Committee, Board of Commissioners, and Homecomings Inc. Board of Directors.
17. Provide regular reports to the Deputy Director on development activities; present project issues and proactively research solutions.
18. Provide assistance and serve as a back up to other employees of the department as needed.
19. Perform well under tight deadlines and interact well with others.
20. 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:

- Principles of affordable housing development.
- 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.
- 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 such as Microsoft Project, Microsoft PowerPoint, and Adobe Acrobat.
- Housing construction federal, state, and local laws, codes, regulations and guidelines.
- Local, state and national policies, issues, and best practices regarding affordable housing finance and construction.
- Strong knowledge base pertaining to project controls, construction costs, alternate materials, methods, construction documentation and sequencing, and value-engineering techniques.
- At least one of the following programs and functions: residential real estate development or affordable housing development.

Ability to:

- Able to work independently while contributing to a team environment.
- Analyze, interpret and explain complex real estate and financial transactions.
- 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.
- Demonstrated leadership with ability to manage teams. Motivate and train staff assigned to work on projects. Manage performance by providing regular feedback.
- Travel to field locations as needed.
- Exercise initiative and independent judgment that demonstrates quality customer service in all working relationships, good business sense, and creativity.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
- Set high standards of performance.
- 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**;
- A Bachelor's Degree in Real Estate, Urban Planning/Development Studies, Finance or Public Policy;
- Five (5) years of experience as a Project Manager for low-income housing tax credit projects.
- Directly managed at least three low-income multifamily housing projects in all phases of development.
- Experience with Rental Assistance Demonstration projects.
- Familiarity with reading architectural plans and the construction process.
- Familiarity with State and local requirements for the development process.

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.

The HACSB work hours are based on a 4/10 work week with hours being 7:00 a.m. to 5:30 p.m. Evening and/or weekend work also may be required.

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 POSITION, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION

FILING DEADLINE 4 pm Thursday May 10, 2018

Updated 4/11/2018