



March 2019
FLSA: Exempt

HOUSING PROJECT MANAGER

DEFINITION

Under general direction plans, schedules, and directs the work and of all assigned professional consultants and staff activities assigned to manage the affordable housing development and rehabilitation projects through their entire lifecycle, including developing the scope of work, acquiring the funding necessary for assigned projects, construction management and inspection, and transfer of completed project to owner/asset management; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Rent Stabilization Program Administrator. Exercises technical and functional direction over and provides training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for managing the City's affordable housing development and rehabilitation projects. Incumbents plan, develop, and implement a variety of projects in accordance with City rules and regulations, as well as Federal and State housing program requirements. Incumbents are assigned to complex, rigorous, and sensitive housing development and financing projects, and are expected to effectively perform their duties with minimum guidance and direction. Responsibilities include performing diverse and specialized work involving significant accountability and decision-making responsibility and involve frequent contact with the public. This class is distinguished from the Housing Manager classification in that the latter provides day-to-day oversight and review of assigned housing development projects and programs, in addition to short and long-term planning, administration of Housing Division policies and procedures, and development and management of the division budget.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as project manager for affordable housing development and financing projects, including supervising and coordinating the activities of consultants during design, bid document and specification preparation, and project implementation;
- Negotiates, manages, and monitors contracts with developers, contractors, and/or homeowners for construction, develops and recommends awards of contracts; resolves conflicts between clients and contractors as needed; and performs construction management.
- Provides professional staff assistance to management staff; participates on and provides staff support to a variety of interdisciplinary committees and boards such as the Rent Stabilization Board; researches, prepares, and presents comprehensive staff, technical, fiscal, and administrative reports and other correspondence as appropriate and necessary.
- Participates in the development and implementation of goals, objectives, policies, and priorities for affordable housing programs; recommends and administers policies and procedures.

- Participates in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Researches and secures new sources of state/federal funding for housing programs; including, but not limited to HOME entitlement and city housing fees; and assists in the development and implementation banking loan programs.
- Acts as a liaison to county, regional, state, federal agencies and private industry in the development and coordination of housing programs, policies, and projects.
- Coordinate the preparation of the housing element of the General Plan; reviews housing proposals to ensure they are in conformance with the General Plan, and other planning objectives and strategies of the City.
- Works with the City Attorney to ensure housing proposals meet City laws; drafts and revises complex legal documents for the implementation of affordable housing conditions.
- Assists in calculating sale prices of affordable housing units and maintains an affordable housing buyer list.
- Attends City Council Meetings, Planning Commission meetings, and Rent Stabilization Board meetings to present reports on program status.
- Assists the Housing Manager in doing community outreach to inform tenants of the Rent program, organizes and empowers tenants, enhances tenants' protections and rental units habitability.
- Coordinates with the Building Department to ensure habitability complaints are investigated and resolved.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of project management and evaluation, including goal setting, scheduling, the development of objectives, work planning and organization, budgeting, purchasing, and contractor management.
- Applicable Federal, State, and local laws, codes, regulations, and departmental programs and policies regulating affordable housing development projects.
- Principles and practices of acquiring funding sources, budget development, administration, and accountability.
- Theory, principles, and practices of real estate and affordable housing development, construction, ownership, and tenant leasing.
- Financial analytical skills with an in-depth understanding of affordable housing finance, including the low-income housing tax credit and tax-exempt bonds.
- Basic familiarity with the legal documents and accounting principles associated with real estate construction and real estate finance, including conventional loan documents, construction contracts, grants and concessionary loans.
- Principles and practices of contract administration and evaluation.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the affordable housing development program.
- Analyze, plan, and manage complex housing development, acquisition, financing and financial strategies, and servicing projects.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Present proposals and make recommendations clearly and logically.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate files and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in finance, urban planning, public or business administration, or a related field and five (5) years of highly responsible experience in housing, or community development block grant, or HOME or affordable housing programs, including one year of supervisory or lead experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups,

and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Requires the ability to operate a motor vehicle to visit various City development and meeting sites.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.