

ASSISTANT PROJECT MANAGER

DEFINITION

Under general supervision, coordinates and develops a variety of the Santa Clara County Housing Authority's (Agency) moderately complex, 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 projects to owner/asset management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Project Manager or Assistant Director of Housing: Development and Inter-Agency Relations. May provide technical and functional direction to assigned staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional project management series. Incumbents perform routine to moderately complex project management duties in support of Agency-wide development project functions, programs, and initiatives. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results is not reviewed in detail. This class is distinguished from the Project Manager in that the latter is the supervisory-level in the professional project management class series and is responsible for major development projects and/or programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Plans, organizes, directs and evaluates all work and activities involved in one or more routine to complex affordable housing project(s); serves in a project manager role as a developer and/or partner to another development entity and/or funding source, lender or re-financier; directs and oversees a project through its entire lifecycle, which could include pre-development site acquisition through transfer of completed project to owner/asset management.
- Coordinates and administers development project activities including creating the financing, hiring/managing consultants, selecting and overseeing the general contractor and overseeing construction, securing necessary permits, ownership transfer and initial tenant occupancy; ensures construction activities and results comply with the construction contract and applicable funding source requirements.
- Produces cost estimates, financial pro formas, completion schedules and project implementation budgets; learns to draft contracts, lease agreements, settlement agreements, loan documents and other financing arrangements and real estate documents for review with general counsel; monitors project expense budgets and approves/processes project expenditures; prepares reports and presentations for the Agency Board.
- Identifies, analyzes and recommends existing multi-family housing units for Agency acquisition and ownership; performs financial feasibility analyses to demonstrate viability; completes all acquisition activities and transactions.
- Completes applications for funds; pursues new or alternate financing and other resources for project funding such as tax credits, multi-family bonds, grants, outside loans, property trades, ensures a viable financing plan is approved for each project.
- Ensures the continuing viability and operation of existing affordable housing units in the County by servicing these projects and their financing; handles developer requests for refinancing, asset transfers, and land transfers in exchange for increases in their affordable housing terms/conditions.
- Prepares and disseminates Requests for Proposals and Notices of Funding Availability; responds to questions and inquiries from developers; evaluates project funding proposals and makes recommendations to the Agency's Loan Committee and the Board.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on assigned programs and special projects to the Agency Board.

- Serves as a liaison for the division with other Agency departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces; explains and interprets divisional programs, policies, and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of affordable housing development projects and other types of public services as they relate to the area of assignment.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited four-year college or university with major coursework in finance, public or business administration, or a related field and three (3) years of experience in affordable housing development program or project management.

Licenses and Certifications:

Possession of or the ability to obtain and retain a valid California Driver License and a driving record acceptable to the Agency.

Knowledge of:

- Applicable Federal, State, and local laws, codes, regulations, and departmental 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 housing unit development, financing, construction, ownership, and tenant leasing.
- 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.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with other agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Analyze, plan and manage complex housing development, acquisition, financing and servicing projects.
- Analyze and structure complex financial strategies and packages.
- Deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of disputes and job-related problems with property owners and contractors, architects, engineers and utility companies.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- 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.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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.

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. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites.

ENVIRONMENTAL ELEMENTS

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/odors. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.