

## **PROJECT MANAGER**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of professional consultants and support staff assigned to manage the Santa Clara County Housing Authority's (Agency) 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 work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from either the Senior Project Manager, Development Manager or Assistant Director of Housing; Development and Inter-Agency Relations. Exercises direct and general supervision over professional consultants and assigned staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level classification in the professional project manager series. Incumbents in this classification are responsible for managing the Agency's complex and technical affordable housing development and rehabilitation projects. Incumbents plan, develop, and implement a variety of projects in accordance with Agency 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 Senior Project Manager classification in that the latter, provides day-to-day oversight and review of assigned housing development projects and programs, short and long term planning, administration of department policies and procedures, participates in the development and management of the department budget, and inter-department coordination.

### **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, assigns, supervises, and reviews the work of professional consultants and assigned staff; selects, trains, motivates, and evaluates assigned staff, mentors and provides feedback to correct deficiencies, engages in succession planning and leadership development, and implements discipline and termination procedures.
- Plans, organizes, controls, directs and evaluates all work and activities involved in the Agency's complex affordable housing project(s); serves in a project manager role as a developer to funding sources, lenders or refinanciers; directs and oversees projects through their entire lifecycle, which includes pre-development, site acquisition, design development, financing, contracting, tracking of budgets, reporting, construction and transfer of completed projects to asset management.
- Manages, oversees, and personally performs development project activities including creating the financing pro forma, soliciting for and managing consultants, managing the design development, managing the public outreach process, bidding for and overseeing the general contractor, 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; takes an advocacy position for each project.
- Seeks new construction development opportunities from outside sources such as brokers/lenders and developers; negotiates project details with developers, consultants, lenders, attorneys, and other nonprofit and governmental entities; identifies and recommends existing multi-family housing units for Agency acquisition and ownership; performs financial feasibility and environmental review analyses on identified properties, as directed by Agency management.
- 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, including coordinating the preparation of environmental reports, reviewing and analyzing reports and negotiating land purchase documents and sale agreements.

- 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, etc.; ensures a viable financing plan is approved for each project.
- Structures, negotiates and closes complex bond and tax credit financed transactions when the Agency or its affiliates are the borrowers.
- Develop and prepare a variety of applications for project developments including planning applications, permits, maps and documents on housing development operations and activities; submit documents to local jurisdictions for endorsement.
- Assist in the process of requests for proposal for consultants, analyze proposals; participate in the selection of appropriate contractor for services. Work with other Agency staff to review, analyze and administer contract, and negotiate contract terms for services to be rendered.
- Solicit bids and proposals for equipment repairs, and maintenance and construction activities; work with owner and/or property and other Agency staff in the review and selection of bids.
- Monitors changes in laws, regulations, and technology that may affect Agency or divisional operations; implements policy and procedural changes as required.
- 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 five (5) years of experience in affordable housing development program or project management, including one (1) year of lead or supervisory experience.

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **Knowledge of:**

- Applicable Federal, State, and local laws, codes, regulations, and departmental programs and policies regulating affordable housing development projects.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- 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.



- 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:**

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff and professional consultants.
- 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; duties of this class may be performed in an environment with occasional exposure to various odors/fragrances. 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.