



Position Description

Position Title:	Assistant Project Manager, Real Estate Development	Department:	Real Estate
Reports to:	Project Manager, Real Estate Development	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	July 2017
Representation Status:	Unrepresented	Date Revised:	August 24, 2022

Summary

The primary purpose of this position is to perform routine to moderately complex professional project management duties in support of affordable housing development projects, programs, and initiatives. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products with only occasional instruction or assistance given as new or unusual situations arise. 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, Real Estate Development which manages affordable housing projects of more complexity, political/community sensitivity, or consequence of error with a higher level of independence for critical development projects and/or programs and may be assigned to provide functional supervision and lead direction to Assistant Project Managers.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Plans, organizes, manages, and evaluates all work and activities involved in one or more routine to moderately 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, or lender or re-financier; manages and oversees projects through their lifecycle, which includes pre-development, site acquisition, design development, community outreach, entitlements, permitting, financing, contracting, budget tracking, reporting, construction, and transfer of completed projects to asset management, including legal document review.
- Ensures housing projects are delivered on time and on budget.
- Coordinates and administers development project activities including creating the financing, selecting and overseeing consultants, contractors and general contractors and monitors 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.



Position Description

- 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.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials; researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:



Position Description

A bachelor's degree from an accredited four-year college or university with major coursework in finance, public or business administration, urban planning, architecture, or a related field and one (1) year of experience in affordable housing development program or project management.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including coordinating and developing 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.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others'



Position Description

views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

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. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually 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. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]